

**BY ORDER OF THE COMMANDER
15TH WING**



15TH WING INSTRUCTION 13-213

11 JULY 2013

Space, Missile, Command and Control

AIRFIELD DRIVING

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This instruction provides guidance for vehicle and personnel operations at Joint Base Pearl Harbor-Hickam (JBPHH) and Honolulu International Airport (HNL) which is considered part of the Airport Operating Area (AOA). Any personnel requiring airfield driving privileges, must comply with requirements established in Air Force Instruction (AFI) 13-213, *Airfield Driving*, Air Force Manual (AFMAN) 24-306_IP, *Manual for the Wheel Vehicle Operator*, Chapter 20, and AFI 91-203, *Aircraft Airfield Ground Operations and Activities*, **Section 23 and 24** and procedures established in this instruction. This directive is required in accordance with AFI 13-213, *Airfield Driving*, **Chapter 3**. All recommended changes and questions about this publication, will be sent to the Wing Airfield Driving Program Manager for review and approval. Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with the Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This instruction requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and maintain records prescribed in the instruction is Title 10, United States Code, Section 8013. Privacy Act System of Records Notice F035 AFPC applies. **THIS PUBLICATION CONTAINS COPY RIGHTED MATERIAL.**

SUMMARY OF CHANGES

This document replaces 15 Air Wing Instruction (AWI)13-201, Airfield Driver's Program and must be completely reviewed. This instruction mirrors portions of the 15 AWI 13-201 and is completely revised requiring a comprehensive review; outlines responsibilities of base agencies;

updates requirements for vehicle operation on the airfield and Airport Operating Area (AOA) locations; clarifies driving on the airfield with chains and blackout conditions; reporting procedures for runway (rwy) incursions/violations; updates testing criteria and setup for the training binders; revises training for temporary duty (TDY) personnel and personal vehicles operating on the airfield; updated and/or change [Attachment 2](#) Hickam Airfield Diagram, [Attachment 7](#) Temporary Privately Owned Vehicle (POV) Request Memorandum, [Attachment 8](#) Permanent POV request Memorandum, [Attachment 9](#) Unit ADPM and Trainers Appointment Letter, [Attachment 10](#) Unit ADPM Training Checklist, [Attachment 11](#) Unit Airfield Driver Program Self Inspection Checklist, [Attachment 12](#) Airfield Driving Training Document and Certification Checklist, [Attachment 13](#) Airfield Driving Qualification Training Checklist Curriculum, [Attachment 15](#) TDY Personnel/NON-Base Assigned Contractors Training Checklist and [Attachment 17](#) Vehicular Callsigns. The term commonly referred to as Control Movement Area (CMA) is referring to AOA in this instruction.

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Chapter 1

AIRFIELD DRIVING PROGRAM RESPONSIBILITIES

1.1. Concept. The 15th Operations Support Squadron/Airfield Operations Flight (15 OSS/OSA) is responsible for the JBPHH Airfield Driving Training Program (ADTP). Airfield Management trains and certifies the Unit Airfield Driving Program Managers (ADPM). The ADPMs train and certify unit personnel who have a requirement to drive on Hickam's airfield. All base assigned personnel who operate a vehicle on the airfield must complete all training and testing requirements. Airfield experience (i.e., operating vehicles or aircraft) is not a substitute for completion of the airfield driving training and testing requirement.

1.2. Responsibilities.

1.2.1. 15th Wing Commander (CC).

1.2.1.1. Designate personnel and agencies to support JBPHH Airfield Driving Program (ADP).

1.2.1.2. May reinstate airfield driving privileges (in writing) to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. See AFI 31-218, *Air Force Motor Vehicle Traffic Supervision*, [Chapter 2](#) for additional information. Authority must not be delegated.

1.2.1.3. Request an AF Runway Safety Action Team (AFRSAT) if there are recurring problems with AOA Violations in accordance with AFI 13-204, Volume 2.

1.2.1.4. Reviews runway (rwy) incursion incidents and corrective actions taken.

1.2.1.5. Approves/delegates approval of publication for this instruction to the 15 OG/CC.

1.2.2. 15th Operations Group (15 OG) CC.

1.2.2.1. Reviews AOA violations and corrective actions taken.

1.2.2.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than 2 rwy incursions in a 6 month period. The RIPWG must convene within 30 days after the second rwy incursion.

1.2.2.2.1. The RIPWG will include the OSS/CC, Chief Airfield Operations (AOM), Airfield Manager (AFM), Wing ADPM, Wing Safety, unit commanders and/or unit ADPMs.

1.2.2.2.2. Analyze each rwy incursion and corrective actions taken.

1.2.2.2.3. Evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed.

1.2.2.2.4. Develop strategies to prevent the reoccurrence of runway incursions. Examples include but are not limited to:

1.2.2.2.4.1. Increase or improve local training or testing materials.

1.2.2.2.4.2. Implement mandatory briefings to all airfield drivers, aircrew and air

traffic control personnel, as applicable.

1.2.2.2.4.3. Limit runway crossings and/or limit crossings to certain taxiways/road intersections.

1.2.2.2.4.4. Increase penalty for CMAVs.

1.2.2.2.4.5. Alter the shape and/or increase the size of the Controlled Movement Area (CMA).

1.2.2.2.4.6. Determine if additional signage, markings, and lighting are needed in high-risk areas.

1.2.2.3. Limits the number of personnel authorized to drive on the airfield to the absolute minimum to accomplish the mission.

1.2.2.4. Approves publication of this instruction.

1.2.3. Unit CC.

1.2.3.1. Appoint at least SSgt/7-level or above (or civilian equivalent) to serve as ADPM unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian equivalent available. **Note:** The responsible Group Commander (or equivalent), is delegated authority to waive this requirement. Personnel must be appointed in writing to manage training/testing requirements and give a practical day and night airfield familiarization training for all new personnel whose duties require operating a vehicle on the airfield (see [Attachment 9](#)). Forward a copy of the appointment letter to 15 OSS/OSA.

1.2.3.2. Ensures unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Consider having more than one unit ADPM to provide effective program management and quality training.

1.2.3.3. Certify unit personnel are qualified to drive on the airfield (see [Attachment 12](#)). Authority may be delegated in writing to the unit ADPM.

1.2.3.4. Ensure all assigned personnel who operate a vehicle on the airfield complete necessary training and testing requirements outlined in this instruction prior to obtaining an AF Form 483, *Certificate of Competency*, to operate a vehicle on the airfield.

1.2.3.5. Upon suspension/revocation of a unit member's base driving privileges, suspend/revoke the member's airfield driving authorization and notify the unit ADPM and Deputy, Airfield Manager (DAFM), in writing. Request for reinstatement must be processed in accordance with this instruction. Sample MFR is located at <https://hickam.eim.pacaf.af.mil/sites/15AWAirfieldDriving/default.aspx>.

1.2.3.6. Reviews individual's AF Form 1313, *Driving Record* (located at Security Forces), to determine their qualifications before permitting them to operate a vehicle and or equipment on the airfield.

1.2.3.7. Limits the number of personnel authorized to drive on the airfield to the minimum necessary to accomplish the mission.

1.2.3.8. Ensure replacement unit ADPMs are identified and trained by outgoing ADPMs at least 30 days prior to assuming position to allow for training and certification by DAFM (see [Attachment 10](#)).

1.2.3.9. Appoints unit airfield driving trainers in writing and ensures they conduct and document practical day and night airfield familiarization training, and the practical driving test to all new vehicle operators before they are allowed to drive vehicles on the airfield (see [Attachment 9](#)).

1.2.3.10. Ensures AOA trained drivers, who require access on or across the runway for mission essential duties, are limited.

1.2.3.11. Upon suspension and/or revocation of a member's base driving privilege; commanders must suspend/revoke personnel airfield driving privileges and notify the wing ADPM in writing. Request for reinstatement must be processed IAW this instruction

1.2.3.11.1. Participates in the RIPWG.

1.2.4. 15 WG ADPM.

1.2.4.1. As the Office of Primary Responsibility for the ADP, the DAFM acts as the Wing ADPM, provides overall ADP/ADTP management and oversight, and has the approval authority for requests to operate government owned vehicles and POVs on the airfield. The preferred grade of the Wing ADPM is MSgt/E-7 or civilian equivalent.

1.2.4.2. Develops this instruction to establish the Wing ADP. For standardization, use the AFI 13-213, *Airfield Driving* publication series/title for ADI. The ADI must be a stand-alone publication that is coordinated and approved by the MAJCOM OPR for AO prior to final publication and implementation.

1.2.4.3. Train and certify unit ADPMs, using **Attachment 10**, to drive on the airfield, provide the information needed to train personnel operating vehicles on the airfield and train unit ADPMs to manage their unit's program.

1.2.4.4. Conduct random spot checks for enforcement and compliance with this instruction. At a minimum, a spot check will include a check of the driver's AF Form 483, for accuracy/currency, the availability/currency of AF Visual Aids (VA) (i.e., AFVA 11-240, *USAF Airport Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*), and the availability/currency of the local airfield diagram.

1.2.4.4.1. Will report spot check violations to the AFM, AOM, Unit ADPM and Commander.

1.2.4.4.2. Will report and document spot check results, to include unit and office symbol, in the "Airfield Driving Program" section of the AOB.

1.2.4.5. Monitor unit ADPM programs for effectiveness and at least annually (every 12 months) inspect all unit programs using [Attachment 11](#). Inspections will focus on program integrity, compliance and support.

1.2.4.5.1. Coordinates on unit airfield driving lesson plans and tests.

- 1.2.4.5.2. Ensures unit ADPMs provide appropriate training to TDY personnel and non-base assigned contractors based on type, location, time and durations of work. See Chapter 5 for additional information.
- 1.2.4.6. Develops procedures for issuing temporary/permanent POV passes.
- 1.2.4.7. Issues AF Form 483 granting airfield driving privileges to personnel.
- 1.2.4.8. Develops procedures for reporting, enforcing, and violation consequences of this directive. Develops procedures for revoking AF Form 483 and recertification.
- 1.2.4.9. Briefs all AOA Violations quarterly at the AOB.
- 1.2.4.10. Notifies 15 WG Safety and AOM of all AOA Violations within 24 hours.
- 1.2.4.11. Establishes contractor routes to and from work areas on the airfield.
- 1.2.4.12. Establishes semi-annual meetings with unit ADPMs. Meeting minutes will be documented using a MFR. Minutes will be filed in Tab J, of the Wing Continuity Binder, for 1 year.
- 1.2.4.13. Utilizes the ADTP mass email function to educate, inform and update personnel on airfield changes and trends. Other approaches (base paper, commander's access channel (TV), e-mail advisories, unit briefings) may also be used.
- 1.2.4.14. Conducts a review of the ADI to include procedural guidance, training/testing materials, diagrams, figures and any other supportive information for currency and accuracy at least annually. Use Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintain a file copy in accordance with Air Force RDS, [Table 13-06](#), **Rule 4.00**.
- 1.2.4.15. Routinely monitors ramp net radio for proper terminology/phraseology and discipline.
- 1.2.4.16. Maintains a Wing ADPM Continuity Binder in the TAB format listed in 1.2.5.12.; 1.2.5.12.1. - 1.2.5.12.10.
- 1.2.4.17. Participates in the RIPWG.

1.2.5. Unit ADPM (UADPM).

- 1.2.5.1. Must be trained and certified to drive on the airfield by the current ADPM or designated representative. Schedules training for replacement unit ADPM with the current ADPM at least 30 days prior to relinquishing duties.
- 1.2.5.2. Administers unit ADTP in accordance with IAW AFI 13-213 and this instruction.
- 1.2.5.3. Reviews/updates ADTP database at least monthly to ensure currency of all unit personnel. Ensures all personnel are completing training in required time and verifies that all unit members with an AF Form 483 still have a valid need to drive on the airfield. Personnel who do not complete all training within 90 days are required to start training from the beginning.

1.2.5.4. Notifies the Unit CC and Wing ADPM in writing after revoking/suspending airfield driving certification of unit personnel who violate the provisions of this directive and/or who have lost civil driving privileges/on-base driving privileges.

1.2.5.5. Ensures squadron/unit personnel have a valid state and government driver's license and are qualified to operate the type of vehicle being used for airfield driving.

1.2.5.6. Unit ADPM will determine the level of access needed for their unit's mission. This will be annotated on AF Form 483 as a restriction. See **Chapter 2**, Training For Restrictions.

1.2.5.7. Provides annual refresher training for assigned unit personnel. Annual refresher training for airfield driving will be documented on reverse side of AF Form 483, upon completion of required training, via the ADTP web site. It is the unit program manager's responsibility to ensure all training is complete and a new AF Form 483 is issued.

1.2.5.8. Ensures designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving test on unit personnel prior to issuance of an AF Form 483.

1.2.5.9. Ensures unit personnel authorized to drive on the AOA have completed all the required training and AF Form 483 is annotated Restriction – A (AOA Access).

1.2.5.10. Ensures deploying personnel are trained and possess a valid AF Form 483 for airfield driving.

1.2.5.11. Schedules color vision testing for personnel that will drive on the AOA (AOA drivers only).

1.2.5.12. Maintains an ADP Continuity Binder (or electronic equivalent) in the TAB Format as outlined below. Contents from a TAB may be maintained in another location or electronically. Use the Department of Defense (DD) Form 2861, *Cross-Reference* to identify location.

1.2.5.12.1. TAB A: Unit ADPM appointment letter(s).

1.2.5.12.2. TAB B: Airfield Driving Instruction (ADI).

1.2.5.12.3. TAB C: Annual Program Inspection Results.

1.2.5.12.4. TAB D: Unit ADPM Training Documentation.

1.2.5.12.5. TAB E: Current list of unit assigned airfield drivers.

1.2.5.12.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test/Answer Key.

1.2.5.12.7. TAB G: Unit airfield driving requirements as applicable (i.e. Fire Trucks, Fuel Trucks, K-loaders, etc.).

1.2.5.12.8. TAB H: Airfield Violations/Corrective Actions.

1.2.5.12.9. TAB I: References (i.e., AFMAN 24-306_IP, *Manual for Wheeled Vehicle Operator* Chapter 20 and AFI 91-203, *Aircraft Airfield Ground Operations and Activities* Chapter 6., AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.

1.2.5.12.10. TAB J: Miscellaneous Information (i.e., meeting minutes, digest articles, RIPWG information, etc.).

1.2.5.13. Trains unit airfield driver trainers how to conduct and document training on newly assigned unit airfield drivers.

1.2.5.14. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving.

1.2.5.15. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this instruction.

1.2.5.16. Conducts and documents a self-inspection of unit's ADP at least annually. Using [Attachment 11](#) and forwards a copy of the inspection results to the Wing ADPM.

1.2.5.17. Develops procedures to disseminate/coordinate hazards, restrictions, and closure airfield driving related information (i.e., articles, training, etc.) to unit airfield drivers.

1.2.5.18. Conducts random spot checks for enforcement and compliance or compliance with applicable directives. Corrects all discrepancies noted.

1.2.5.19. Provides classroom training as needed.

1.2.5.20. Maintains current and accurate training and testing materials.

1.2.5.21. Participates in the RIPWG.

1.2.5.22. Annually validates POV passes to include justification for approved passes and unit commander signature. Annually validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the AOA. Forwards results to the Wing ADPM.

1.2.6. **Airfield Management (AM).**

1.2.6.1. Serves as the Office of Primary Responsibility (OPR) for the ADP.

1.2.6.2. Conducts random spot checks for enforcement IAW this instruction.

1.2.6.3. Monitors radios for proper radio terminology/phraseology and discipline. Immediately responds to and corrects improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies. Documents corrective actions on an AF Form 3616, *Daily Record of Facility Operation*, or electronic equivalent.

1.2.6.4. The AFM, Wing ADPM, or Non-Commissioned Officer in Charge (NCOIC), Airfield Management Operations will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF Form 483 for airfield driving.

1.2.6.5. Imposes, coordinates and publishes restricted driving routes as required.

1.2.6.6. Responds to reported or suspected airfield driving violations.

1.2.6.6.1. Escorts violators off the airfield.

1.2.6.6.2. Confiscates AF IMT 483 (when necessary) for airfield driving violations.

1.2.6.6.3. Requests a statement from violator(s) suspected of committing an airfield driving violation using [Attachment 6](#).

1.2.6.6.4. Documents and reports incidents to the Wing ADPM, AFM, and AOM.

1.2.6.7. Participates in the RIPWG.

1.2.7. 154 WG Hawaii Air National Guard (HIANG) AM.

1.2.7.1. 154 WG/HIANG AM is the liaison for all ADPM matters between 15 WG and HIANG units. All appointment letters, airfield drivers information, training, certification and records will be coordinated through HIANG AM.

1.2.7.2. Conducts annual inspection on all HIANG units using [Attachment 11](#). Results from inspections must be documented using MFR Format and sign by unit commanders. HIANG AM will maintain the original copy of the results and forward a copy to 15WG ADPM.

1.2.7.3. Train appointed unit ADPMs, using slide show briefing provided by 15WG ADPM to manage their respective airfield driving programs in IAW AFI 13-213 and this ADI. Training and certification must be documented using [Attachment 10](#).

1.2.7.4. Provide TDY briefings using briefing slides provided by 15WG ADPM and practical familiarization training to all HIANG TDY personnel and non-based assigned contractors. Training and certification must be documented using [Attachment 14](#).

1.2.7.5. Provide AOA training and certification to all HIANG personnel who require AOA access IAW this ADI. All training and certification must be documented in ADTP database and using [Attachment 15](#).

1.2.7.6. Approves and/or disapproves all permanent and temporary POV passes for HIANG Units. Documents all approved passes using [Attachment 7 or 8](#). Submits all approved passes to 15 WG AM for processing and issuance.

1.2.7.7. Reports any airfield or AOA violations to 15WG ADPM for tracking and follow- up purposes.

1.2.8. Hickam Ramp Facility (HRF).

1.2.8.1. Provides control tower light gun signals when requested for training purposes.

1.2.8.2. Reports any vehicle radio problem areas or visual blind spots to AM.

1.2.8.3. Reports any AOA violations to AM.

1.2.9. 15th Wing Safety.

1.2.9.1. Monitors safety aspects of this instruction and airfield activities.

1.2.9.2. Coordinates on this instruction to ensure safety requirements are addressed.

1.2.9.3. Coordinates on airfield diagram/layout test, communications test, general knowledge tests, runway incursion prevention tests and AOA tests to ensure safety requirements are addressed. Each test must include the OPR and currency date.

1.2.9.4. Coordinates on all local directives that establish airfield traffic flow patterns and parking plans.

1.2.9.5. Conducts, along with Wing ADPM, investigations pertaining to airfield driving incidents (i.e., Hazard Air Traffic Report (HATR), Runway Incursions, AOA violations, etc.). Provides a copy of all Class E CMA violation report submittals to AOM for review/concurrence as outlined in AFMAN 91-233, *Aviation Safety Investigations and Reports*.

1.2.9.6. Participates in the RIPWG.

1.2.9.7. Reviews CMA violations for trends.

1.2.10. 647th Security Forces Squadron (SFS).

1.2.10.1. Monitors airfield security operations and reports violations of this directive. Anyone observing a safety violation (i.e., seatbelt unfastened, speeding, etc.) will immediately correct the violation and report the incident to the offender's supervisor, Security Forces, unit ADPM, Wing ADPM and/or AM.

1.2.10.2. The 647 SFS unit ADPM will train security forces personnel/augmentees and maintain training paperwork IAW this instruction.

1.2.10.3. The Chief of Security Forces shall monitor airfield vehicle operations for compliance with this standard, DoD and Air Force directives, and installation directives.

1.2.10.4. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM.

1.2.10.5. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.

1.2.10.6. Participates in the RIPWG.

1.2.10.7. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations

1.2.11. 15th Wing Medical Group (MDG).

1.2.11.1. Provides color-vision testing status of individuals, when requested by unit ADPM. Color-vision testing must certify individuals are able to distinguish between red, green, yellow, blue, and white.

1.2.11.2. Completes [Attachment 15](#) for individuals who have been color vision tested or verified that a previous color-vision test was conducted.

1.2.11.3. Coordinates with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

1.2.12. Distinguished Visitor (DV) Flightline Operations (Protocol).

1.2.12.1. Provide airfield briefings to DV support vehicles that enter/exit the airfield through O'Malley DV gate to DV 1 parking spot. The briefing will cover:

1.2.12.1.1. Speed limits for aircraft parking ramps and airfield access roads.

1.2.12.1.2. Parking and chocking requirements.

1.2.12.1.3. Procedures for operating vehicles with daytime running lights.

1.2.12.1.4. Procedures for operating vehicles in the vicinity of aircraft.

1.2.12.1.5. Airfield restrictions/hazards.

1.2.12.1.6. Restricted areas and Entry Control Points (ECP).

1.2.12.1.7. Operating a vehicle around the DV red carpet.

1.2.12.2. Ensure all POVs/GLVs required to operate on the airfield for DV operations are issued a temporary POV/GLV pass signed by 15WG AM.

1.2.13. Chief Airfield Operations (AOM)

1.2.13.1. Reviews all Class E CMA violation report submittals for concurrence as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*.

1.2.13.2. Assigns runway incursion operational category's for trend analysis and annotates in the recommendation section of the AF IMT 457 or narrative section of the AF IMT 651.

1.2.13.3. Reports all AOA and rwy incursions to PACAF/A3TO within 24 hours.

1.2.13.4. Reviews/coordinates/submits all waiver requests for this instruction.

1.2.13.5. Participates in the RIPWG.

Chapter 2

TRAINING

2.1. Procedures for Obtaining an Airfield Driving, AF IMT 483.

2.1.1. All base assigned personnel (i.e., military, DoD Civilian, contractors assigned for more than 120 days) operating a vehicle on the airfield must complete all training items listed below, possess a current AF Form 483 digitally signed by AM personnel and a valid state driver's license.

2.1.2. All base assigned personnel operating a vehicle in the AOA must have all items listed in paragraph 2.1.1. and Restriction Code A- AOA Access on AF Form 483. The operator must possess an AF Form 1199, *Air Force Entry Control Card*, with open area "4" and/or "20" to access all restricted areas on the airfield.

2.1.3. The individual must have training for the specific equipment they operate, be thoroughly familiar with equipment operating directives, and demonstrate a need to operate a vehicle on the airfield.

2.1.4. The 15th and 154th AFM, Wing ADPM, NCOIC, Airfield Management Operations and AM personnel are the only representatives authorized to issue AF Form 483 for Hickam Field. TDY and non-base assigned contractors must comply with the requirements listed in this instruction.

2.1.5. Individuals not trained and certified to drive at night must have their AF Form 483 restricted to daylight operations only. If the individual later requires driving on the airfield at night, the unit ADPM will ensure training is conducted and documented. A new AF Form 483 will then be issued.

2.1.6. JBPHH has five Airfield Driving Restriction Codes which may be placed on an individual's airfield driver's AF Form 483.

2.1.6.1. A – AOA Access. Authorizes personnel to drive in the AOA.

2.1.6.2. B – Hickman Ramp Only. Authorizes trained and certified personnel to drive anywhere on Hickam Ramp Only (day or night).

2.1.6.3. D – Day Driving Only. Authorizes personnel that are not trained and certified to drive at night and/or color blind to drive on Hickam ramp only, during daylight hours.

2.1.6.4. G — HIANG Ramp Only. Authorizes trained and certified personnel to drive anywhere on HIANG Ramp Only.

2.1.6.5. H – HIANG RAMP/Hickam Ramp. Authorizes trained and certified personnel to drive on HIANG and Hickam Ramp.

2.2. Training Criteria. As a minimum, training will consist of the following:

2.2.1. Unit ADPMs will have their personnel log onto the ADTP web site (<https://private.amc.af.mil/adtp/Login.aspx>) to start airfield drivers training. Unit ADPMs will use Airfield Driver Qualification Training Checklist (Curriculum) (**Attachment 13**) to conduct training. Unit ADPMs or designated trainers will certify personnel training completed in step 2 of the ADTP web site. Unit ADPM's that have personnel that do not

have access to a military computer and/or Common Access Card (CAC) access will use **Attachments 12 and 13** to conduct, document and certify personnel training completed.

2.2.2. Completion of the Airfield Driving Computer Based Training (CBT). The CBT can be found on the Advanced Distributed Learning Service (ADLS) Website. Once completed ensure the unit ADPM receives a copy of the CBT .

2.2.3. Classroom training will be conducted in the event unit personnel do not have access to a military computer and/or CAC access. All training will be conducted and documented using **Attachments 12 and 13**. All training documentation must be signed by the trainee, trainer, unit ADPM and/or unit commander. Wing ADPM will ensure the unit ADPM has necessary training materials.

2.2.4. Practical day and night airfield familiarization driver training will include the following:

2.2.4.1. Unit ADPMs and/or trainer will show trainee AOA/runway hold line locations, taxiway/taxilane access, ECP locations, entry/exit procedures and taxiway, taxilane and apron designations.

2.2.4.2. Unit ADPMs and/or trainer will show trainee how to operate a vehicle in all areas required for the duty position and/or work areas.

2.2.4.3. Unit ADPMs and/or trainer will demonstrate to trainee how to contact ATCT prior to entry on the runway and/or AOA (AOA drivers only). **Note:** Trainees operating a motor vehicle on the airfield will be under the direct supervision of a licensed instructor. Vehicle operators performing on-the-job training for airfield duties will not operate a vehicle within 50 feet of an aircraft.

2.2.5. Review of this instruction, AFMAN 24-306_IP, **Chapter 25**, AFI 91-203, **Section 23 and 24** and AFI 13-213. All items are available ADTP web site.

2.2.6. Light Gun Signals. Light gun signal training will consist of the trainer reviewing a power point presentation (available ADTP web site) describing all light gun signals. The trainer may take the trainee on the airfield and request HRF (via radio) to conduct a light-gun test. Trainee will call the colors and explain each meaning to the trainer.

2.2.7. Individuals that require AOA training will be trained and certified by 15 OSS AM. Unit ADPM's must schedule individuals with the Wing ADPM for AOA class. Classes are limited to seven individuals. On a case-by-case basis, additional classes can be scheduled as required and/or needed, based on unit work schedules.

2.2.7.1. Individuals must review the following training guides prior to attending AOA Class: Review FAA Signs and Marking Assessment, Federal Aviation Administration (FAA) Airport Ground Vehicle Operations Guide, Honolulu Airport Diagram, Hickam Communications Study Guide. All items are available on the ADTP web site.

2.2.7.2. AOA Classroom/Practical training will consist of 2 days. The days of training (DOT) are as follows:

2.2.7.2.1. DOT One: AOA Classroom Training and AOA Practical Daytime Airfield Driver Familiarization Training.

2.2.7.2.2. DOT Two: AOA Practical Nighttime Airfield Driver Familiarization Training.

2.2.7.3. The Wing ADPM will document completion of AOA training in ADTP and/or using [Attachment 16](#).

2.2.8. The trainer/certifier will document training completion dates and check the boxes accordingly in step two of the ADTP web site. Upon completion of all required items, unit ADPM will administer the unit practice test in step three of ADTP. Upon completion/passing of unit practice test in step three, trainees will automatically proceed to step four to take the Wing Test. **Note:** Trainees must take the Wing test within 48 hours of being sent to step 4. Tests are enabled nightly by AM midshift personnel. Trainees will have one hour to complete the Wing test once the test is started. Trainees in step 4 for more than 30 days will be sent back to step 2 by Wing ADPM/AM personnel.

2.2.9. All individuals must complete initial airfield drivers training within 90 days of being entered into the website. Individuals that do not complete training within 90 days will be de-certified on all items in step two in the ADTP and start training from the beginning.

2.3. Testing Requirements.

2.3.1. Trainees will take a closed-book Wing General Knowledge, Runway Incursion Prevention and Airfield Diagram/Layout test through the ADTP web site in step four.

2.3.1.1. The General Knowledge Test consists of questions from this ADI. A score of 80 percent or higher is required to pass the General Knowledge Test. The ADTP web site will automatically document pass or fail.

2.3.1.2. The Runway Incursion Prevention Test consists of five questions. A score of 100 percent is required to pass the written Runway Incursion Prevention Test. **Note:** If one question is incorrect, the trainee will fail the entire combined test (Wing General Knowledge, Runway Incursion Prevention and Airfield Diagram/Layout). The ADTP web site will automatically document pass or fail.

2.3.1.3. Airfield Diagram/Layout Test consists of a blank airfield diagram depicting all taxilanes, parking aprons and airfield access points to be labeled. A score of 100 percent is required to pass the Airfield Diagram/Layout written test. The ADTP web site will automatically document pass or fail.

2.3.2. Trainees will take a practical driving test (check-ride). Test will be administered by appointed trainers and/or unit ADPM. The trainee will drive during the check ride and must be able to identify and/or demonstrate all requirements in **Paragraphs 2.2.4.1-2.2.4.3** **Note:** Trainees operating a motor vehicle on the airfield will be under the direct supervision of a licensed instructor. Document test completion date, score and pass/fail in the ADTP web site. The certifier will ensure all training is completed accordingly. **Note:** For units with trainees that do not have access to ADTP, unit ADPM's will administer all General Knowledge, Runway Incursion Prevention and Airfield Diagram/Layout tests. Document completion date/score using [Attachment 12](#).

2.3.3. Individuals will take a closed book written AOA test. AOA will be administered by 15 WG AM and/or 154 WG HIANG AM personnel only. Unit ADPM's must schedule individuals with the Wing ADPM for the AOA written test. The AOA written test consists

of 50 questions, and is broken down into four parts; HNL Airfield Diagram Layout Test, FAA Signs Test, FAA General Knowledge Test, and the Communications/Phraseology Test. A score of 90 percent or higher is required to pass the AOA written test.

2.3.3.1. HNL Airfield Diagram Layout test consists of a blank airfield diagram depicting all taxiways, parking aprons and airfield access points to be labeled. A score of 100 percent or higher is required to pass.

2.3.3.2. The FAA Signs Test consists of questions from the FAA Signs and Marking Assessment Guide. A score of 90 percent or higher is required to pass.

2.3.3.3. The FAA General Knowledge Test consists of questions from the FAA Airport Ground Vehicle Operations Guide. A score of 90 percent or higher is required to pass the written General Knowledge Test.

2.3.3.4. A Communications/Phraseology Test consists of questions from the FAA Airport Ground Vehicle Operations Guide and Hickam Communications Study Guide. A score of 100 percent is required to pass.

2.3.3.5. Wing ADPM and/or AM personnel will document all AOA training completion dates and test scores in ADTP and/or using [Attachment 18](#).

2.3.4. For first time failures, trainees will be sent back to step two in ADTP, receive additional training from unit ADPM (not to be delegated to trainers) and take unit practice test in step 3. Unit ADPM will annotate additional training and unit practice test completion in ADTP and/or a MFR endorsed by unit ADPM. Trainees can re-take the wing test upon completion of additional training and unit practice test completion/passed, no earlier than 3 calendar days from the first failure date.

2.3.4.1. For first time AOA test failures, trainees will receive additional training from 15 WG AM and/or 154 WG HIANG AM personnel. Trainees cannot re-test earlier than 7 calendar days from first failure date.

2.3.4.2. For second time failures, trainees will receive additional training from their unit ADPM. Annotate training on an MFR endorsed by their unit ADPM and flight commander (do not delegate) with justification stating the trainee is safe for airfield operations. The trainee will be able to re-take the wing test upon completion of additional training and the flight commander's endorsement letter, but no earlier than 7 calendar days from the second failure date.

2.3.4.3. For second time AOA test failures, trainee will receive additional training from 15 WG AM and/or 154 WG HIANG AM personnel. Annotate training on a MFR endorsed by 15 WG AM and/or 154 WG AM and trainee flight commander (do not delegate) with justification stating the trainee is safe for airfield operations. Trainees cannot re-test earlier than 14 calendar days from first failure date.

2.3.4.4. In the event a member achieves a third failure, the trainee will not be allowed to retest and will not be permitted to drive on the airfield.

2.3.5. Color Vision Testing/Requirements. Individuals that are required to have normal color vision as a part of their Air Force Specialty Code (AFSC) only require verification that they successfully completed a color vision test by the 15 MDG Optometrist or off-base equivalent. Unit ADPM must validate individual has normal color vision and/or no waiver to

the classification directory standards. Previous test results must indicate the member is able to distinguish red, green, white, yellow and blue.

2.3.5.1. All individuals must use **Attachment 16** for official documentation of results from the appropriate Hospital/Medical Treatment Facility Optometrist or off-base equivalent to the unit ADPM for verification. The unit ADPM must maintain documentation and provide to Wing ADPM upon request

2.3.5.2. For civilian employees, a color vision test will be listed as a requirement for employment. The color vision exam will be accomplished during the pre-employment exam. If the member fails the color vision test, he/she will be referred to optometry to determine the extent of the deficiency.

2.3.5.3. Personnel who fail the color vision test will not be authorized to operate a vehicle on the AOA. Personnel who fail the color vision test may be issued an AF Form 483 restricting vehicle operations to "Hickam Ramp Only" (Restriction Code "B").

2.4. Annual Refresher Training Requirements.

2.4.1. All permanently assigned airfield drivers will complete annual refresher training. Unit ADPMs will annotate completion of their training on AF Form 483 via ADTP.

2.4.2. Annual refresher training consists of review this ADI, 15 WG Airfield Driving Program slide show, completion of the Airfield Driving CBT through ADLS and wing General Knowledge, Runway Incursion Prevention and Airfield Diagram/Layout test enabled by unit ADPM/AM personnel through the ADTP web site.

2.4.3. The unit ADPM will ensure all reviews, CBT's and tests are successfully completed for each driver. After all training is completed the driver can print the license through the ADTP web site with the refresher date printed on the back of the license. Dispose of the previous license immediately to avoid confusion.

2.4.3.1. Airfield driving privileges will be suspended for individuals who do not complete annual refresher training on the first day of the preceeding month after the refresher training is due.

2.4.3.1.1. Individuals who fail the wing General Knowledge, Runway Incursion Prevention and Airfield Diagram/Layout Test will be allowed to re-test 3 times, but no earlier than 3 calendar days from the first failure. Individuals who fail the test four times will have their airfield driving records deleted and be required to reaccomplish training in its entirety.

2.4.3.1.2. Suspension of airfield driving privileges requires completion of initial training requirements on a new *Airfield Driving Training and Certification Record* (**Attachment 12**). An exception to this policy may be requested, in writing, from the individual's unit commander (with justification), for members experiencing unique circumstances on a case-by-case basis.

2.4.3.2. Individuals that were not able to complete refresher training (i.e., deployed, TDY etc.) must complete initial training requirements prior to driving on the airfield.

2.4.3.3. The unit ADPM will update the unit listing and maintain annual refresher results (i.e., MFR Format and/or via ADTP) until completion of the next annual refresher training.

2.4.4. In addition to the above, AOA refresher training will include airport driving orientation; AOA classroom training and the AOA written test.

2.4.4.1. Unit ADPM's must schedule individuals for the AOA refresher class through the wing ADPM. Classes are limited to seven individuals max. Additional classes may be scheduled as required and/or needed, on a case-by-case basis.

2.4.4.2. The Wing ADPM will document completion of refresher training in ADTP and/or using MFR.

2.4.5. The Wing ADPM or unit ADPM may add more requirements for specialized or additional unit training at any time; the requirements listed here are the minimum training requirements. If the unit ADPM chooses to incorporate specialized questions for their unit, the additional questions must be reviewed and approved by the Wing ADPM.

2.5. Quality Control.

2.5.1. The Wing ADPM monitors the unit ADPMs ADTP for effectiveness and conducts weekly spot checks ensuring compliance with airfield driving procedures and proper documentation (current 483, signs and markings visual aid, movement area procedures, and light gun signals).

2.5.1.1. The Wing ADPM also reports spot check violations to the 15 OSS/CC and the individual's unit commander and ADPM in writing.

2.5.1.2. Wing ADPM reports and documents results of spot checks in the "Status of Airfield Driving" section of the AOB slides.

2.5.1.3. Airfield Management Operations personnel randomly monitor radios for proper radio terminology/phraseology and discipline. Trends/problems are forwarded to unit ADPMs

2.5.2. The Wing ADPM conducts annual inspections of each unit's ADP. **Attachment 11** is the evaluation checklist used to evaluate each unit's ADP. Inspection results will be briefed at the quarterly AOB.

2.5.3. Units ADPMs must coordinate extension requests within 30 days of due date or face suspension of the unit's entire ADP. Reenstatement of driving privileges requires a written request signed by their unit commander.

2.6. Contents of Training Materials on Base LAN. All materials needed for airfield driving training can be found on the ADTP web site, <https://private.amc.af.mil/adtp/Login.aspx>.

2.7. Access to Honolulu International Airport AOA.

2.7.1. HNL (runways/major taxiways) is a shared-use airport between the State of Hawaii and JBPHH. The major portion of the airfield, including all air carrier and general aviation terminal and facilities, is owned and operated by the State of Hawaii, Department of Transportation, Airports Division.

2.7.2. All operators of vehicles on the HNL AOA must have a valid AF Form 483, Certificate of Competency, with restriction "A" typed on it and a valid military identification card in their possession.

2.7.3. Drivers operating in the AOA must maintain two-way radio communications with Honolulu Ground Control (121.9).

2.7.4. Vehicles operating in the AOA must be equipped with an overhead rotating/flashing/strobe beacon visible for at least 1 mile.

2.7.5. Airfield drivers operating in the AOA must also be able to distinguish between the colors red, green, white, yellow and blue. Personnel training for driving on the AOA must have a color vision test completed by a 15 MDG Optometrist or off-base equivalent. Use [Attachment 16](#) for documentation of color vision test completion, unless **paragraph 2.3.5.2** applies.

2.8. Responsibilities.

2.8.1. Wing ADPM.

2.8.1.1. Ensure all personnel with HNL AOA access have official duties requiring them to operate a vehicle within the AOA.

2.8.1.2. Train and certify all individuals on HNL AOA familiarization training.

2.8.1.3. Ensure all vehicles operating on HNL AOA maintain two-way radio communications with Honolulu Ramp Control (121.8), Honolulu Ground (121.9) and Honolulu Tower (118.1). Vehicles must also be equipped with an overhead rotating/flashing/strobe beacon visible for at least 1 mile.

2.9. HNL AOA Familiarization Training.

2.9.1. Each driver must receive a minimum of 1 day and 1 night orientation ride on HNL AOA prior to being granted access.

2.9.1.1. [Attachment 3, figure A3 1.-A3.3](#) will be used to become thoroughly familiar with all taxiways and runways prior to orientation rides.

2.9.1.2. Each driver will review and study FAA Signs and Marking Assessment, FAA Airport Ground Vehicle Operations Guide, Honolulu Airport Diagram, Hickam Communications Study Guide. All items are available ADTP web site.

2.9.2. Each driver will demonstrate understanding/proficiency in use of:

2.9.2.1. Air Operations and Movement Areas.

2.9.2.2. Vehicle safety procedures.

2.9.2.3. Vehicle safety on the movement area.

2.9.2.4. Hazards around the airport.

2.9.2.5. Honolulu south ramp vehicle safety.

2.9.2.6. Tower Light Gun Signal Recognition.

2.9.2.7. Precision Approach Critical Areas.

2.9.2.8. Intrusion/Incursion Prevention.

2.9.2.9. Radio phraseology in the AOA.

2.9.2.10. HNL lighting, signs and marking.

2.9.2.11. Procedures for accessing the AOA and operations in the runway safety areas.

2.10. AOA Operations.

2.10.1. All vehicles must have the ability to transmit and receive on both State Department of Transportation (SDOT) and FAA frequencies.

2.10.2. Ops check operability of radio equipment prior to driving on the airfield. Keep radio transmissions brief and precise.

2.10.3. All vehicles must request permission from the Ground Controller (121.9) prior to entering the AOA. All vehicles must advise Ground Control when exiting the AOA.

2.10.4. If unsure /uncertain of Ground Control instructions, ask the controller to “say again”. Never cross or move if unsure of what was said. Repeat all hold-short commands verbatim when given by tower/ground.

2.10.5. When the controller is busy with an emergency or aircraft traffic, wait for a break in radio activity to make your radio call.

2.10.6. Operators must always monitor the SDOT and FAA frequencies when operating in the AOA. **Exception:** One individual may act as an escort for two or more vehicles in the AOA as long as the vehicles remain within 250 feet of each other. The escort vehicle must maintain radio contact with Honolulu Ground and some form of contact with vehicles being escorted while operating in the AOA.

2.10.7. Authorized vehicles operating in the AOA must have the HNL airfield diagram in vehicle at all times. Escorted vehicles will remain within 250 feet of escort at all times.

2.11. Vehicle Safety Procedures on Parking Aprons.

2.11.1. Ramp and Apron Areas. Military/Government employees from Hickam will not have access to the HNL aircraft parking ramps or aprons unless they have been issued a HNL security badge. **Exception:** Hickam Fire Department may access HNL parking area when requested by HNL/SDOT officials or following Primary Crash Circuit activation.

2.11.2. Allow aircraft taxiing into gates sufficient time to shut down their engines to avoid engine blast.

2.11.3. Signs to alert driver to aircraft push backs are belly and dome lights on (usually red and blinking), no ground equipment near or attached to the aircraft, loading bridge has been removed, nose wheel chocks removed, or road guards posted.

2.12. Vehicle Safety Procedures on Movement Areas.

2.12.1. Use fixed landmarks to help identify taxiway locations.

2.12.1.1. Taxiway Delta on the North Ramp - Located abeam of Gate #30.

2.12.1.2. Taxiway Delta on the South Ramp - Located abeam of the FAA Maintenance Hangar.

2.12.1.3. Taxiway Echo on the North Ramp - Located abeam of Gate #18.

2.12.1.4. Taxiway Echo on the South Ramp - Located abeam of Hangar GA-1.

2.12.2. Vehicles using the ramp roadway to inter-island terminal must cross two taxiways (Golf and Lima). Use extreme caution when using this area and give way to all aircraft. Inter-island traffic generally exits by Taxiway Lima and enters via Taxiway Golf.

2.13. Hazards Around the Airport (this list is not all-inclusive).

2.13.1. Aircraft pushing out of parking spots.

2.13.2. Taxiways Lima and Golf north of Taxiway Alpha, Inter-island Terminal are not visible from tower.

2.13.3. Taxiways Reef Golf and Reef Mike are high-speed taxiways. Taxiway Reef Golf is used during normal tradewind operations using Runways 4 and 8 and Taxiway Reef Mike is utilized during Kona wind operations using Runways 22 and 26.

2.13.4. South Ramp helicopters on the ground hovering overhead or transiting. Helicopters will hover over Taxiways Reef Alpha and Reef Hotel, so exercise extreme caution in these areas.

2.13.5. Taxiways Echo and Delta are the only 2 taxiways that cross all runways to the North and South Ramps and are heavily used by aircraft.

2.13.6. Taxiways November and Yankee are high-speed taxiways for exiting Runway 8L.

2.13.7. Taxiway Zulu is used for aircraft push backs from main terminal gates/spots.

2.13.8. Use caution when crossing perimeter roads beyond the approach ends of the runways due to low-flying aircraft. Be extra vigilant when Runways 22L/22R are being used.

2.13.9. Taxiways Victor and Tango are not monitored by HNL Ground Control. Contact Hickam Ramp Facility (HRF) on frequency 133.6 when operating in these areas.

2.14. HNL South Ramp Vehicle Safety.

2.14.1. General Aviation and Cargo service companies provide cargo activities and ground handling services for transient and executive aircraft. Due to the various parked, departing/arriving aircraft, and cargo off-loading activities, use extreme caution when driving in these areas.

2.14.2. Helicopter maintenance is located behind the Century Aviation hangar. Use caution, light aircraft and helicopters use the Taxilane C3 for engine run-ups.

2.15. Precision Approach Critical Areas.

2.15.1. HNL runways have four precision-approach critical areas requiring protection from possible signal interference caused by aircraft and vehicles operating between the localizer/glide slope antennas and an arriving aircraft conducting an Instrument Landing System (ILS) approach. These protected areas are the Localizer and Glide Slope Critical Areas located at the departure and approach ends of Runways 8L and 4R, respectively. Aircraft and vehicles are prohibited from operating in these areas when the reported ceiling is less than 800 feet or the visibility is less than 2 miles and an aircraft is on an ILS approach. ILS instrument hold signs and taxiway instrument hold lines protect these areas [figure 3.6](#).

**Always request approval from the Ground Controller prior to entering these areas
Attachment 5, figure A5.1.-A5.3**

2.16. Intrusion/Incursion Prevention.

2.16.1. HNL ATCT has the ultimate authority over all traffic entering HNL AOA and will issue, by radio and/or light signals, specific instructions which approve, disapprove and/or recall the movement of aircraft, vehicles, equipment or personnel within the movement area. Every entry requires an approval and an appropriate exit call when departing the movement area.

2.16.2. Vehicles shall use access roads and adjacent taxiways whenever possible to minimize runway crossings. Only in extreme circumstances will a vehicle operator cross an active runway and then only after approval is granted by HNL ATCT.

2.17. Additional Phraseology Training for Operations within the AOA. Proper phraseology must be used during radio communications. See terms section for additional verbiage. Every driver who communicates via the radio or has vehicle access must utilize proper radio phraseology and maintain radio discipline while operating on the airfield.

Chapter 3

VEHICLE PROCEDURES AND STANDARDS

3.1. Airfield Vehicle Operations.

3.1.1. Personnel driving on the airfield must be in possession of a current state driver's license, AF Form 483 (digitally signed by the AM or designated representative) and AF Form 1199 (Air Force Entry Control Card) with open area "4" and/or "20"(as applicable) prior to entry onto the airfield.

3.1.2. Units (i.e., Fire Department, Contracting, Civil Engineering, etc.) sponsoring TDY personnel or non-base assigned contractors will provide all required training/briefings IAW this ADI or provide qualified escort for personnel working on the airfield.

3.1.3. Contractors working 2 or more days on the airfield will be trained by their sponsoring unit ADPM.

3.1.4. Contractors working 1 day (i.e., contract flight reps) are briefed and certified by AM.

3.1.5. Responsibility for operating a vehicle on the airfield rests with the vehicle operator. The vehicle operator is responsible for ensuring occupants have seat belts fastened when the vehicle is in motion.

3.1.6. Vehicles authorized on the airfield must enter at a designated Entry Control Point (ECP), unless otherwise coordinated with the 647 SFS ([Attachment 2](#)) for ECP location.

3.1.7. All vehicles that operate on the airfield will contain decals (AFVA 11-240 and/or FAA Form 5280-7, *Ground Vehicle Guide to Airport Signs and Markings*) and an airfield diagram.

3.2. Airport Operating Area (AOA) Access and Emergency Removal Procedures.

3.2.1. No vehicle operator or pedestrian may enter the AOA without specific approval from HNL Ground Control (Ground 121.9/Tower 118.1). **Exception:** One individual may act as an escort for two or more vehicles that remain within 250 feet of each other. Escorts must have means of communications with vehicles being escorted while operating in the AOA.

3.2.2. Vehicle operators and/or pedestrians must read back ATCT-issued control instructions verbatim before entering the AOA. This is to allow time for correction if misinterpreted. Vehicle operators must always monitor HNL Ground Control (Ground 121.9/Tower 118.1) when operating in the AOA.

3.2.3. Any vehicle proceeding onto the AOA will be equipped with rotating beacon or emergency flashers which is visible for at least 1 mile IAW HNL and JBPHH Memorandum of Understanding (MOU) 900.

3.2.3.1. All vehicles require inspection by the Wing ADPM to ensure all MOU 900 requirements are met. ADPMs will document vehicle inspections via MFR.

3.2.4. Vehicles operating in the AOA must be equipped with operational radio equipment capable of positive two-way communication with HNL Ground Control (Ground 121.9/Tower 118.1). Operators must receive approval from ATCT prior to entering the AOA.

3.2.4.1. A hand-held radio will only be used as a backup or when communication is required outside the vehicle. **Note:** Conduct an operational test of the radio before entering the airfield.

3.2.5. Vehicles operating on the airfield are assigned callsigns. All vehicle callsigns must be approved by AM. Vehicle operators and/or pedestrians operating on the AOA must use approved callsigns in [Attachment 18](#) to avoid duplicating, confusing, or similar sounding callsigns by different agencies (i.e. Airfield 1, Airfield Lighting, Airfield Sweeper, etc.).

3.2.6. The AOA/runways will not be used as a throughway for convenience to get from one side of the airfield to another. Vehicles will use the access road directly behind the alert facility connecting Taxiway Mike.

3.2.7. Procedures and standards to comply with control tower light gun signals. In the event of radio failure or loss of communication on a runway/taxiway inside the AOA, the HNL Ground Control will turn the taxiway lights on and off or use light gun signals to communicate with aircraft or ground vehicles. Once alerted, or if a vehicle operator experiences a radio failure within the AOA, the vehicle operator will immediately exit the area by most direct path possible (do not cross runways without ATCT permission) and contact ATCT or AM by cellular telephone to advise of the situation. If this is not practical, the operator will point the vehicle toward the tower and flash headlights to indicate lost radio contact with ATCT, after exiting the AOA. All vehicle operators are required to know and comply with the light gun signals (see Figure 3.1).

3.2.8. If HNL Ground Control is unable to contact vehicles, they will contact AM for assistance.

3.3. Procedures for Proper Radio Terminology/Phraseology and Discipline.

3.3.1. Correct use of radio phraseology is extremely important. The phrase “Clear” shall not be used by personnel operating vehicles on the airfield. Instead, state “off the runway” or “requesting access/entry onto the runway” when contacting the ATCT for permission on/off the runway, taxiway and/or AOA.

3.3.2. Vehicle operators will remain in radio contact with ATCT at all times while operating in the AOA. Everyone must communicate in the same manner to avoid confusion. Examples of correct and incorrect radio usage are described below:

3.3.2.1. Incorrect language includes “10” codes, phrases like “10-4” and “What’s your 20” are not used on airports; plain language is required. This terminology is not professional and results in confusion. Instead of “10-4” say, “I copy” or “I understand.” Avoid using personal names such as “Kathy, Jim, Jones or Smith”; there are too many people with the same or similar names. See [Attachment 16 \(International Phonetic Alphabet\)](#).

3.3.2.2. Correct language is short, direct, precise and descriptive leaving no room for confusion or error. See figure 3.1. below for examples.

3.3.2.3. Two-way radio communication is the primary way to communicate with the ATCT and is critical to flight safety. Ensure all ATCT instructions are heard and understood. If there is any doubt, ask for clarification.

3.3.2.4. All vehicles operating on the airfield will contain decals AFVA 11-240 or FAA Form 5280-7 depicting light-gun signals their meanings and current airfield diagram. Decals (AFVA 11-240 or FAA Form 5280-7) are available from AM in Building 2050. These decals may also be ordered from <http://afpubs.hq.af.mil/profile/userlogin.aspx> for the AFVA 11-240 or FAA Form 5280-7 products at <http://www.faa.gov/runwaysafety/order/order.cfm>. Airfield diagrams are provided by Wing ADPM.

Figure 3.1. Example of Typical Conversation

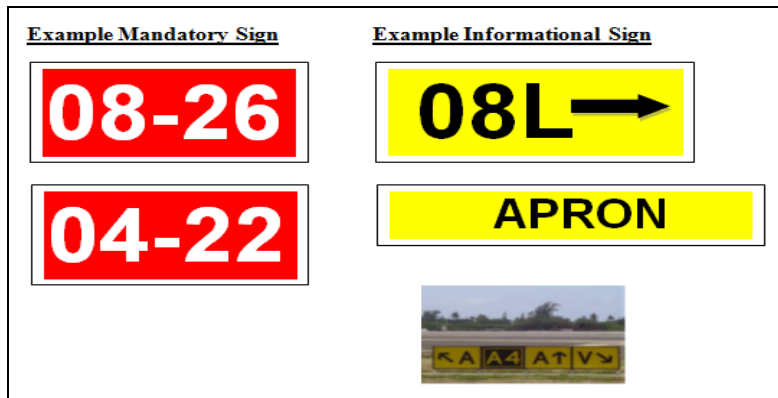
<p align="center"><u>Example of a typical conversation when entering the controlled area</u></p>	
<p align="center">Airfield 3—(Initial contact) “Honolulu Ground, Airfield 3.”</p>	
<p align="center">Tower—(Establishment of ATCT contact) “Airfield 3, Honolulu Ground.”</p>	
<p>Airfield 3—(Request to proceed. Always include location and destination) “Honolulu Ground, Airfield 3 on Taxiway Mike request access/entry onto the AOA to proceed to the Hot Cargo Pad via Taxiway RB. Will hold short of all runways and give way to taxiing aircraft.”</p>	
<p align="center">Tower—(Tower gives instructions based on traffic and request) “Airfield 3, proceed onto the AOA from Taxiway Mike.”</p>	
<p>Airfield 3—(Read back instructions verbatim before taking any action and allow time for correction if misinterpreted) “Airfield 3 understands, proceeding onto the AOA. Will report when off.”</p>	
<p align="center"><u>Example of a typical conversation when exiting the controlled area</u></p>	
<p align="center">Airfield 3—(Initial contact) “Honolulu Ground, Airfield 3.”</p>	
<p align="center">Tower—(Establishment of ATCT contact) “Airfield 3, Honolulu Ground.”</p>	
<p>Airfield 3—(Request to proceed. Always include location and destination) “Honolulu Ground, Airfield 3 is off the AOA at Taxiway Mike, will remain off.”</p>	
<p align="center">Tower—(Tower gives instruction based on traffic and request) “Copy Airfield 3, remain off the AOA.”</p>	

3.4. Airfield Signs/Markings and Lighting.

3.4.1. Signs and markings are standardized to meet all criteria required by the Air Force and Federal Aviation Administration (FAA).

3.4.2. Mandatory signs are provided when an instruction must be followed. A mandatory sign has white inscription on a red background.

3.4.3. Informative signs are used to indicate a specific location or destination on an aircraft movement area, or to provide other useful information. Taxiway Guidance and Informational Signs are yellow with black legend, indicating direction, destination, runway exit, clear of a boundary, or other information. Location Signs are yellow legend and border on black background, indicating the surface on which the aircraft is operating. While primarily indicating taxiway location, these also may be used to indicate runway location at potentially confusing areas.

Figure 3.2. Sign Examples

3.4.4. Runway Hold Position signs are located off the taxiway or shoulder edge to further identify the runway hold line marking location. The left side of the sign states your current location (black/yellow) and the right side of the sign states the taxiway/runway that you are coming up on and the direction (red/white) see figure 3.3.

Figure 3.3. Runway Hold Position Sign Example

3.4.5. AOA or movement area hold line marking. All individuals must stop at this line and receive permission from ATCT (frequency 121.9) prior to entering this area. AOA hold lines are painted on taxiways and painted yellow. These markings are made up of two lines, one dash line and one solid line (Figure 3.4.). The dash line is located closest to the runway.

3.4.5.1. The hold position marking on Taxiway V is located 1700 feet from the Runway 08L/26R edge.

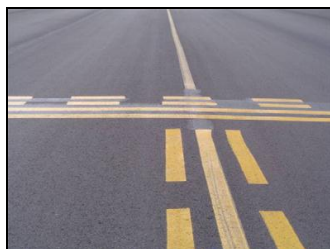
3.4.5.2. Hold position markings on Taxiways A1-A4 are located 500 feet from the edge of Rwy 08L/26R.

3.4.5.3. These lines do not have corresponding signage and may be less visible during darkness, rainfall, and other periods of reduced visibility.

Figure 3.4. Example AOA Hold Line

3.4.6. Runway holding position lines are identified with yellow reflective markings. The markings consist of four yellow lines- two solid and two dashed spaced 12 inches apart and extended across the width of the taxiway. The dashed lines are closest to the runway centerline, and the solid lines are always on the side where the aircraft or vehicle is to hold.

3.4.6.1. FAA enhanced hold lines are located on Taxiway Tango, two additional yellow dashed lines are located perpendicular to the existing hold line. Individuals requiring runway access/crossing must stop at this line and receive permission prior to proceeding (see Fig. 3.5.).

Figure 3.5. Runway Holding Position

3.4.6.2. The runway holding position markings are located on Taxiway Tango 750 feet from Rwy 08L/26R edge. See [Attachment 4](#) for a depiction of the area.

3.4.7. Instrument hold lines are depicted by two solid yellow parallel lines with perpendicular lines at intervals between (similar to a ladder). These lines are used to stop aircraft and vehicles from interfering with the signal of the ILS. Vehicles will stop and remain behind the instrument hold lines and “ILS” signs, and obtain approval from ATCT during instrument flight rules (IFR) weather conditions. Contact ATCT if in doubt.

Figure 3.6. Instrument Hold Line

3.4.8. All airfield lighting located on the Hickam ramp is maintained by 647 CES. Do **NOT** drive over airfield lights. Report all outages/broken lights to AM or HRF.

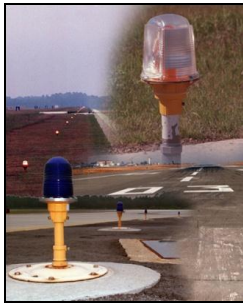
3.4.8.1. Airfield aprons are lit with white, stadium ballpark lights.

3.4.8.2. Taxiway lights are blue, and are located on the edge of taxiways.

3.4.8.3. Runway lights are white, and surface-mounted on the edges of runways.

3.4.8.4. Threshold lights are green, and located on the “aircraft approach end” (beginning) of runways. These lights are green at the approach end and red at the departure end of each runway.

Figure 3.7. Runway and Taxiway Lights



3.5. Vehicle Speed Limits

3.5.1. Vehicle Parking Area – 5 MPH.

3.5.2. Aircraft parking ramps or aprons for general-purpose vehicles (sedans, vans, station wagons, buses, etc.) - 15 MPH.

3.5.3. Frontage Road - 15 MPH.

3.5.4. Taxiways - 30 MPH.

3.5.5. Runways – The maximum speed limits on runways is 55 MPH.

3.5.6. Special-purpose vehicles (tugs, tractors, refueling and stair trucks, etc.) - 10 MPH.

3.5.7. Any vehicles operating within 25 feet of an aircraft - 5 MPH.

3.5.8. Towed aircraft - 5 MPH. Towing speed for all aircraft and 2 maintenance stands is 5 MPH. Towing speed for 1 maintenance stand is 10 MPH.

3.5.9. Maximum towing speed for aerospace ground equipment (i.e., compressors, ground power units, oxygen carts, etc.) - 15 MPH.

3.5.9.1. Do not tow more than 2 units of any type.

3.5.9.2. Safety or cotter pins must be used to secure pintle hooks and trailer hooks.

3.6. Traffic Lane Procedures.

3.6.1. **Traffic lanes are identified by solid white lines, with yellow dotted/dash lines in the middle dividing the lane; and are usually located parallel to aircraft parking rows.** Vehicles within a traffic lane will drive in one direction. Operate vehicles in a single-file on traffic lanes at all times unless in direct support of an aircraft or when responding to an emergency.

3.6.2. The centerline areas of the taxiway or taxilanes are reserved as safety lanes and kept clear of vehicles and equipment. The only vehicles authorized to operate on the centerline of

a taxiway include, but are not limited to, Airfield Management vehicles, Flight Safety vehicles, airfield sweepers and vehicles towing aircraft. All other vehicles will use taxiway shoulders if available and/or the edge of taxilanes to transit to and from areas on the airfield.

3.7. Procedures for Operating a Vehicle in the Vicinity of Aircraft.

3.7.1. No vehicle will be left unattended or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft when engines are in operation. **Note:** An aircraft's anti-collision light must be operating prior to engine start and taxi.

3.7.2. If a vehicle is operated within 25 feet of an aircraft the driver must turn in a direction with the driver's side toward the aircraft.

3.7.3. Do not drive vehicles within 10 feet of a parked aircraft unless the vehicle is required for ground servicing. Use of a spotter and pre-positioned chocks are required within 10 feet of an aircraft. The delivery of coffee, meals, etc., does not qualify as ground servicing. Refer to AFMAN 24-306_IP, Chapter 25 and applicable technical orders.

3.7.4. Under no circumstance will a vehicle stop in front of, or drive into the path of a moving aircraft with the exception of "guide" or "follow-me" vehicles. No vehicles will be driven between an aircraft and the "follow-me" vehicle.

3.7.5. Vehicles transporting distinguished visitors may approach aircraft with the passenger side facing the aircraft, but not closer than 25 feet from the nearest point of the aircraft.

3.7.6. When approaching or being approached by taxiing aircraft, exit taxiway or move from aircraft path at next paved surface (time permitting) until the aircraft is well clear of your vehicle. If it is necessary to drive off the paved surface, the operator is responsible for checking the vehicle tires for FOD material and ensuring all tires and paved surface are clear of FOD. Accomplish this check immediately upon returning to the paved surface.

3.7.7. Vehicle operators will not drive between aircraft and personnel marshalling aircraft.

3.8. Parking and Chocking Requirements.

3.8.1. Extreme caution must be used during reverse operations around aircraft. Vehicles reversing up to an aircraft must have chocks in position and a spotter or marshalling assistance during the entire maneuver.

3.8.2. Vehicles will park in a manner as to eliminate the possibility of striking an aircraft, should a vehicle inadvertently roll backward or forward. Vehicles will park as such to restrict reverse operations near aircraft. Servicing vehicles (i.e., Fleet Service, ambus, fuel truck, etc., due to design or particular operation) are required to park perpendicular to the aircraft, and therefore are exempt.

3.8.3. The driver will perform the following steps when exiting the vehicle:

3.8.3.1. Turn off the ignition, set the parking brake, place a manual transmission in reverse or an automatic transmission in park, and leave the keys in the ignition.

3.8.3.2. Use chocks to secure all vehicles and wheeled equipment without an integral braking system when left unattended on aircraft-parking ramps.

3.8.4. Aircraft must be chocked and engines shut down on the appropriate side before stair trucks/boarding ramps are positioned.

3.8.5. Vehicles will not park north of the Alert Facility (near guard shack) with the driver's seat vacated.

3.8.6. Vehicles parked within 10 feet of any aircraft will have one rear wheel chocked fore and aft with parking brake applied.

3.9. Lateral Distance Requirements for Mobile Obstacles.

3.9.1. All vehicles operating in/or around the airfield are considered mobile obstacles. Maintenance vehicles and emergency vehicles operating on ramps/aprons and in the AOA have special separation standards and are not addressed in this section. Other vehicles operating on the airfield must comply with the following:

3.9.2. The lateral clearance distance from taxiway/taxilane centerline to parked or moving vehicles is 200 feet. When operating off the edges of a taxiway do not park or operate a vehicle within 200 feet of the taxiway center line. No vehicle will be parked and left unattended within 200 feet of the taxiway centerline.

3.9.3. The lateral clearance distance from the edge of all ramps and aprons to a mobile obstacle is 50 feet from the wingtip of any aircraft. When operating off the edges of a ramp or apron do not park or operate a vehicle within 50 feet of wingtip clearance of any taxilane or possible aircraft movement. To ensure separation from any aircraft in the Air Force inventory, vehicles will park a minimum of 125 feet from edge of pavement.

3.9.4. The lateral clearance distance from the runway centerline is 1000 feet. This area is located within the AOA and radio contact with the ATCT must be established and maintained at all times. When operating within this area, do not park and leave a vehicle unattended.

3.10. Control Tower Light Gun Signals.

3.10.1. Drivers must abide by ATCT light gun signals. Decals and airfield diagrams are required in all vehicles operating on the airfield. Decals (AFVA 11-240 or FAA Form 5280-7) are available from AM in Building 2050. These decals may also be ordered from <http://afpubs.hq.af.mil/profile/userlogin.aspx> for the AFVA 11-240 or FAA Form 5280-7 products at <http://www.faa.gov/runwaysafety/order/order.cfm>

3.10.2. Light Gun Signals are as follows:

Figure 3.8. Light Gun Signals



3.10.3. The decal may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle, so it may be flipped down and ready for reference.

3.10.4. All airfield vehicle operators will know and comply with all airfield signs, markings and ATCT signals.

3.11. Foreign Object Damage (FOD) Control/Prevention.

3.11.1. Vehicles must come to a complete stop before entering the airfield. The vehicle operator will turn off the vehicle, exit the vehicle and perform a thorough roll over FOD check before proceeding onto the airfield. Conducting a roll over FOD check consists of:

3.11.1.1. Inspecting vehicle tires. Pull vehicle forward to check the portion of tires in contact with pavement to complete a thorough rollover check.

3.11.1.2. A visual check to ensure all external vehicle components are secured. Secure any/all items loaded on payload vehicle, including all tie down device loose ends such as chains, ropes, packing or other items that may become dislodged during movement while on the airfield.

3.11.1.3. A thorough walk around of the vehicle to check for damaged, loose or worn parts.

3.11.2. Remove loose stones, grass and other potentially damaging FOD items from the vehicle and deposit in a suitable container for disposal. Yield to aircraft and vehicles on the ramp before entering the airfield.

3.11.3. Vehicles, with exception of emergency vehicles responding to emergencies, will not enter the ramp from an unpaved area.

3.11.4. Vehicle operators who must drive off the paved surface must complete a vehicle roll over FOD check before returning to the paved surface. The vehicle returning to the paved surface must pull onto and stop at the extreme edge of the paved surface until all four wheels are on the pavement. **Note:** Off pavement operations are a mission essential exception.

3.11.5. Exit the airfield via the shortest authorized route. If FOD was significant, immediately report the area and route taken to exit the airfield to AM via radio or 449-0046/0048. AM will inspect the area for FOD and contact a sweeper if necessary.

3.12. Cell Phone Procedures. While operating on the airfield, all drivers will not use cell phones unless vehicles are safely stopped and/or parked. The wear of portable headphones, ear phones, blue tooth or other listening devices is also prohibited.

3.13. Restricted Visibility or Night Operations.

3.13.1. POVs and airfield vehicles (except emergency vehicles) shall will not be operated on the airfield when the reported visibility is less than 100 feet.

3.13.2. Vehicle operators will yield the right of way to all taxiing or towed aircraft.

3.13.3. During night operations, vehicles facing a taxiing aircraft must turn off vehicle headlights and turn on hazard lights until the aircraft passes.

3.13.4. Vehicles with daytime running lights will park in a safe location with ignition off, parking brake set and emergency flashers on until the aircraft passes.

3.13.5. Flashing hazard lights or parking lights will be used during the hours of darkness or inclement weather when vehicles are temporarily parked on any part of the ramp. Vehicles parked in certain designated areas may be exempt from this requirement.

3.13.6. When operating during the following conditions listed below, drivers will be instructed, by the ATCT, to hold at the IFR hold line located on taxiways leading to runways. This area is indicated by a IFR Holdline sign and a Holdline (two parallel lines separated by a series of vertical lines which resembles a ladder); see section 2.6.

3.13.6.1. Visibility is less than $\frac{3}{4}$ statute mile (or runway visual range below 4000ft).

3.13.6.2. An aircraft on final approach is within two miles of the RWY threshold.

3.14. Restriction for Operating Motorcycles, Mopeds, Scooters, Bicycles and Other Vehicles.

3.14.1. Privately owned bicycles, mopeds, motorcycles, three-wheeled vehicles and motor homes are not authorized in the AOA.

3.14.2. Government owned bicycles, electric or gas powered vehicles and four-wheelers used in the course of official government business may only operate on the ramp (excluding taxiways and runways) provided all safety requirements are met (i.e., reflectors worn, helmet, etc.). When operating in ramp areas, government owned bicycles, electric or gas powered vehicles and four-wheelers must follow the same parking procedures as motor vehicles prescribed in para 3.8. of this instruction. Operators of these vehicles must be certified to drive on the airfield.

3.15. Unique Unit Requirements/Operations and Local Restrictions.

3.15.1. Do not drive vehicles across red carpet on DV row and/or brass plates located in front of bldg. 2050, airfield side DV row, parking spots 1-3.

3.15.2. Vehicles will not drive over in-ground fuel pits located on aircraft parking spots. The fuel pits are outlined with yellow paint.

3.16. Procedures for use of Perimeter, In-field and/or Other Airfield Routes. The vehicle traffic lane (access road) is considered part of the airfield. Normal vehicular traffic on the main ramp will use the access road.

3.16.1. Kamakahi road from Gate 39 to the Alert Facility is not considered part of the airfield. Personnel are not required to have a POV pass issued to them. Drivers must not deviate from the access road. Personnel will not be allowed to drive onto the airfield ramp without completing training and being issued an AF Form 483.

3.16.2. Stopping in front of the fire department is not permitted. All vehicles must stop and look before crossing in front of the Fire Department.

3.16.3. The Hot Cargo Pad is located within the AOA. To access the hot cargo pad via Taxiway Bravo, drivers must be AOA qualified and maintain radio contact with ATCT (121.9). Drivers without AOA qualifications, must enter the Hot Cargo Pad pad via the access road off of Mamala Bay Drive, but must remain outside the AOA at all times.

3.16.4. HIANG Alert Facility. No vehicles are allowed to park within 400ft of bldg 3200 unless approved by the facility manager. Vehicles must yield to taxiing aircraft when driving in front of the Alert Facility near Taxiway Tango.

3.16.5. Vehicles that require access to and/or from the 154 ANG side of the airfield will use the access road directly behind the alert facility.

3.16.6. Construction Areas are closed to vehicle access. They are identified by barricades and lights.

3.17. Control Tower and/or Vehicle Radio Problem Areas and Visual Blind Spots. Vehicles operating on Hickam Ramp are required to monitor the ramp frequency 234.8. Visual blind spots exist at aircraft parking spots 4D-E, 5C-D, and portions of Taxiway HB along hangars 2020 and 2021. There are no known radio blind spots.

3.18. Emergency Vehicle Operations.

3.18.1. Vehicle operators, responding to an emergency within the AOA/runway, will be trained IAW with 2.1.1.-2.4.5. of this instruction.

3.18.2. Emergency vehicles responding to an emergency will request ATCT approval before entering the AOA. The speed limit for the runways and taxiways must be consistent with conditions and equipment being operated.

3.18.3. Follow-on/support response agencies (i.e., AM, Fire Department, Ambulance and Security Forces) are required to standby near Taxiway Victor, without blocking aircraft movement until called forward by the Fire Chief and/or the incident/on-scene commander.

3.18.4. Emergency response vehicle lights (red or blue) will not be operated while on the airfield unless required for emergency response duties.

3.19. Vehicle Traffic Control Devices/Lights for crossing Active Runways/Taxiways. There are no traffic lights controlling vehicular movement on the AOA for crossing runways/taxiways.

3.20. Procedures for Driving During Blackout Conditions. Driving with Night Vision Devices (NVD) is not authorized on the airfield.

3.21. Procedures for vehicles escorts and convoys on the AOA/Hickam Ramp. One individual may act as an escort for two or more vehicles that remain within 250 feet of each other. Escorted vehicles shall remain behind lead vehicles before entering AOA. Escorts must maintain communications with escorted vehicles at all times. Escorted vehicles shall exit the AOA ahead of escort vehicle.

3.22. Procedures for Vehicles Equipped with Studded Tires. Vehicles equipped with studded tires are not authorized in the AOA or on parking ramps due to the potential for FOD and pavement damage. Vehicles with studded tires and /or tire chains are not authorized on Hickam Field without prior approval from the 15 WG AFM.

3.23. In-ground Fuel Pits. Vehicles will not drive over in-ground fuel pits located on aircraft parking spots.

3.24. Smoking Areas.

3.24.1. Smoking is prohibited in all government owned or leased vehicles.

3.24.2. Smoking is prohibited on all aircraft parking ramps.

3.24.3. Designated smoking areas are located off the airfield on the building side of the access road.

3.24.4. Smoking is prohibited in the AOA.

3.25. Jet Blast Areas. When aircraft are taxiing or about to taxi with engines running, the vehicle operator will remain at least 200 feet from the rear of the aircraft to avoid jet blast. All aircraft parking spots have the potential of having jet blast based on the size of aircraft parked there.

3.26. Aircraft Ground Equipment (AGE) Operations. AGE equipment will be placed in a safe storage location when not in use. White boxes painted on parking rows 10 -13 will be used for AGE equipment during the immediate launch or recovery of aircraft. AGE equipment not in use must be removed from the airfield. AGE equipment may not be placed on the airfield earlier than 3 hours prior to departure, and no later than 3 hours after aircraft departure.

3.27. Enter/Exit Airfield Gates and Piggy-Backing Policy.

3.27.1. "Piggy Backing" (more than one vehicle following closely behind another vehicle entering or exiting through an ECP or gate) is not permitted due to security and safety concerns. Vehicle operators entering or exiting ECPs and gates must hold in front or behind the gate until the gate is secured to prevent unauthorized vehicle entry into the area.

3.27.2. Violators of this policy will be cited and have their airfield driving privileges suspended for 5 duty days.

3.28. Passengers in vehicles

3.28.1. Passengers may only ride in the bed of a vehicle if all seats are filled in the cab or it has been deemed operationally necessary by the unit commander, IAW AFI 91-203.

3.28.1.1. If, riding in the bed becomes necessary, passengers must sit on the floor of the bed, not on the sides or wheel wells, with their backs against the cab and remain seated while the vehicle is in motion.

3.28.1.2. Passengers shall not sit on the tailgate or have any part of the body hanging from the vehicle.

3.29. Clear Water Rinse Facility.

3.29.1. Use caution when operating vehicles in and around the CRWF.

3.29.2. Operators must obtain clearance, from 647 SFS Base Defense Operations Center (BDOC), to "break red" in order to enter the CRWF from 20 row.

Chapter 4

REPORTING, ENFORCING, AND VIOLATION CONSEQUENCES

4.1. Procedures For Revoking/Reissuing AF Form 483, Certificate of Competency.

4.1.1. Unit Commanders, ADPMs (for unit assigned personnel), AM and SF personnel have the authority to revoke/temporarily suspend airfield driving privileges of individuals who fail or refuse to comply with procedures established in this instruction.

4.1.2. Runway incursion, AOA violations, and violations of the rules of this instruction (i.e., speeding limits, unsafe operations, FOD check not conducted, etc) will result in an automatic suspension of airfield driving privileges. See [paragraph 4.5](#) for violation consequence and suspension period. After suspension period, reinstatement of airfield driving privileges requires retraining and a letter of reinstatement from the individual's squadron commander.

4.2. Runway Incursions.

4.2.1. A runway incursion is a violation resulting from an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing of aircraft regardless of impact on aircraft safety. Aircraft, vehicles, pedestrians or communication errors may cause these incidents. These violations are classified into 3 categories (Operational Error, Pilot Deviation, and Vehicle/Pedestrian).

4.2.2. The Wing ADPM and Wing Safety shall inspect unit ADPs of personnel that commit a runway incursion and/or AOA violation as a part of an overall investigation of these incidents. Emphasis will be placed on how the unit trained the individual and their compliance with the ADI. The results will be reported to the unit commander, and the 15 WG/CV during the quarterly AOB

4.3. Airport Operating Area Violation. An AOA violation is any occurrence involving an aircraft, vehicle, person or object entering a portion of the AOA without the approval of ATCT. **Note:** The AOA is defined as the runway, overruns, and all taxiways leading to the runway. It is mandatory to maintain two-way radio contact with ATCT while operating inside these areas.

4.4. Reporting Procedures.

4.4.1. When made aware of an incident, violation, runway incursion and/or AOA violation, Honolulu ATCT or any agency/person noticing the violation will:

4.4.1.1. Notify AM immediately and escort the driver to Base Operations building 2050.

4.4.1.2. If unable to contact the driver either by radio or in person, notify Security Forces Control Center (SFCC). If 647 SFS locates the driver, they will initiate a challenge on the vehicle. If SFS determines an airfield violation took place, they will escort the driver to AM to complete a report. If the driver is unauthorized on the airfield or another security issue is witnessed, SFS will transport the driver to the SFCC and conduct an investigation. **Note:** If vehicle proceeds into the AOA, SFS will not follow the vehicle into AOA. SFS will immediately notify AM or HRF of the incident/violation.

4.4.1.3. If HRF personnel notice a violation, they will notify AM and document the event in their daily events logs.

4.4.2. AM will:

4.4.2.1. AM will revoke the individual's AF Form 483 and inform the driver their driving privileges are suspended pending an investigation of the incident, violation, runway incursion and/or AOA violation.

4.4.2.2. Interview the driver to determine the cause of the event, the intended actions and the driver's previous training. A written statement will be taken from the driver using [Attachment 6](#) and provided to the Wing ADPM.

4.4.2.3. Contact the Honolulu ATCT to determine if the violation had an adverse impact on flight operations.

4.4.2.4. Determine the type of violation based on the above information. **Note:** If it is a runway incursion/AOA violation complete all actions listed in paragraphs 4.4.2.5.1.-4.4.2.5.8.

4.4.2.5. A runway incursion or AOA violation is serious breach of safety procedures. Actions must be taken to eliminate the potential for reoccurrence. AF Form 651, *Hazardous Air Traffic Report (HATR) and/or FAA Form 8020-24*, must be completed and submitted to 15WG/SE within 24 hours (see also AFI 91-202, *US Air Force Mishap Prevention Program*) if the violation and/or incursion involved an aircraft having to take evasive actions (go around, abort takeoff, etc). An AF Form 457, *USAF Hazard Report*, must be completed and submitted to 15 WG/SE within 24 hours for all other runway incursions/AOA violations.

4.4.2.5.1. The AF Form 651 and/or AF Form 457, must include the following information in the narrative section:

4.4.2.5.2. Individual's information (i.e. rank, job title, organization, TDY, or base assigned).

4.4.2.5.3. Individual's experience working on or near the airfield and date trained.

4.4.2.5.4. Whether or not individual was authorized on the airfield and/or AOA.

4.4.2.5.5. If individual completed all training required to operate a vehicle on the airfield.

4.4.2.5.6. Approximate location where the runway incursion and /or AOA violation occurred (i.e., runway/taxiway intersection, distance from threshold or overrun, etc.).

4.4.3. Wing ADPM will:

4.4.3.1. Notify the driver's commander, the Primary/Alternate ADPM, 15 WG/SE, AFM, Wing ADPM and AOM (notifies PACAF/A3TO within 24 hours or the next duty day).

4.4.3.2. Take immediate actions to correct any identified systematic problems and ensure interim control measures are applied until permanent correction are made.

4.4.3.3. Brief violations at the Airfield Operations Board (AOB).

4.4.4. Ensure a RIPWG is held if more than 2 runway incursions take place within a 6 month period.

4.5. Violation Consequence.

4.5.1. The first runway incursion will result in an automatic 30-day airfield driving privilege suspension. After the 30-day suspension period, reinstatement of airfield driving privileges requires complete retraining and a letter of reinstatement from the individual's squadron commander. In the case of a second runway incursion, the individual will be permanently barred from driving on the airfield.

4.5.2. The first AOA violation will result in an automatic 30-day airfield driving privilege suspension. After the 30-day suspension period, reinstatement of airfield driving privileges requires complete retraining and a letter of reinstatement from the individual's flight commander.

4.5.2.1. A second AOA violation will result in an automatic 90-day suspension period. Reinstatement of airfield driving privileges requires complete retraining and a letter of reinstatement from the individual's squadron commander.

4.5.2.2. A third AOA violation will result in the permanent revocation of airfield driving privileges.

4.5.3. Other violations contained in this instruction (exceeding speed limits, conducting unsafe operations, failure to conduct FOD checks from unpaved to paved surface on airfield, etc) will result in a minimum 5-day suspension of airfield driving privileges.

4.5.3.1. The following information will be documented using [Attachment 6](#) for personnel observed violating the rules of this instruction and provided to the Wing ADPM:

4.5.3.2. Name/Rank of the individual, unit, duty phone, unit commander or unit ADPM.

4.5.3.3. Details of incident/violation (date, time, location, nature, other pertinent facts, etc.).

4.5.4. Suspension/revocation of civilian driver's license will automatically result in suspension of an individuals airfield driving privileges.

4.5.5. All AOA violations and runway incursions, regardless of impact on flight safety, must be briefed and recorded in the AOB minutes. Units must provide specific information and brief the who, what, where, when, and how to ensure accurate trend analysis at AF level.

4.5.6. Unit Commanders/ Unit ADPMs will:

4.5.6.1. Take appropriate disciplinary action depending on severity of the violation.

4.5.6.2. Retrain and recertify individuals with suspended airfield driving privileges. Re-accomplish all training, with new training dates, and reissue the AF Form 483. Retraining and recertifying must meet the requirements outlined in this instruction.

4.5.7. **Wing ADPM will:**

4.5.7.1. Work with the AOM and Wing Safety to assign an operational category (Operational Error, Pilot Deviation, Vehicle/Pedestrian) on all runway/AOA incursions. Operational categories provide trend analysis data used to identify root causes and to prevent repeat violations.

- 4.5.7.2. Brief any violations occurring during the previous quarter at the AOB.
- 4.5.7.3. Inspect units having a violation to ensure quality/standardization of the training program.
- 4.5.7.4. Maintain a copy of the AF Form 651/457s, actions taken, results and supporting documentation IAW Air Force RDS, Table 13-06, Rule 15.00.

Chapter 5

TDY PERSONNEL AND NON-BASE ASSIGNED CONTRACTORS/ DEPLOYED/ TRANSIENT AIRCREW PERSONNEL

5.1. TDY Personnel

5.1.1. TDY personnel may drive on Hickam Ramp (excludes active taxiways and runways) with a valid AF Form 483 and local airfield driving training.

5.1.2. TDY personnel and/or vehicle operators are not normally allowed to operate on the AOA. TDY personnel that require AOA access shall complete the same training as personnel assigned to JBPHH and/or be escorted.

5.1.3. Sponsoring unit ADPM, unit Trainers and/or AM personnel will provide local briefings using slides (provided by Wing ADPM) and a practical airfield orientation. Training will be documented using [Attachment 14](#). Upon completion of training, Wing ADPM and/or sponsoring unit will retain the original signed copy of [Attachment 14](#).

5.1.4. Unit ADPMs will forward a copy of the completed [Attachment 14](#) to AM for TDY personnel who do not possess home station AF Form 483 (other services, foreign military, transient aircrews, maintenance support personnel, etc). AM personnel will issue a temporary AF Form 483 for “Hickam Ramp Only”.

5.1.4.1. All TDY personnel will keep a copy of [Attachment 14](#) and home station AF Form 483/temporary issued 483 on them at all times when operating on Hickam Ramp.

5.1.4.2. Temporary AF Form 483s are only valid for the length of the TDY.

5.1.5. Wing ADPM will maintain a file copy of [Attachment 14](#) IAW Air Force RDS, [Table 33-42, Rule 04.00](#).

5.2. Non-base Assigned Contractors.

5.2.1. Wing ADPM, Unit ADPMs and/or AM will ensure contractor personnel possess a valid driver's license.

5.2.1.1. Contractors may not drive across active taxiways or runways.

5.2.1.2. Contractors must possess an AF Form 483 and be trained on local airfield driving procedures to operate a vehicle on the Hickam ramp, or be escorted.

5.2.2. ADPMs, Unit Trainers and/or AM will provide a local briefing using the slide show (provided by Wing ADPM) and practical airfield orientation. Training will be documented using [Attachment 14](#).

5.2.3. Unit ADPMs will forward a copy of the completed [Attachment 14](#) to AM for personnel who do not possess AF Form 483 (other services, foreign military, transient aircrews, maintenance support personnel, etc). AM personnel will issue a temporary AF Form 483 for “Hickam Ramp Only” for non-base assigned contractor personnel. **Note:** Temporary AF Form 483s are only valid for the length of the work on airfield.

5.2.3.1. Personnel will keep a copy of [Attachment 14](#) and home station AF Form 483/temporary issued 483 on them at all times when operating on Hickam Ramp.

5.2.3.2. Non-base assigned contractors will be restricted to their authorized area of responsibility and shall not be granted access to the entire airfield.

5.2.3.3. Non-base Assigned Contractors that will be operating on the airfield for 120 days or more must be entered into the ADTP web site and accomplish the same training as personnel assigned to JBPHH.

5.2.4. Contractors not trained to operate on the airfield will be escorted by the sponsoring unit representing them. Personnel acting as escorts must be authorized and certified to drive on the airfield. The sponsoring/hosting units ADPM will ensure all escorts are aware of their responsibilities.

5.2.5. Contractors must be escorted in restricted areas unless the area has been designated as a free zone. Escorts must have a line badge and a current and valid AF Form 483 signed by AM.

5.2.6. Contractor personnel that require AOA access must complete the same training as personnel assigned to JBPHH.

5.2.7. Contractor vehicles are those vehicles (other than government or privately owned vehicles) that are purchased, maintained, and operated by a contractor.

5.2.8. It is the primary contractor's responsibility to ensure that subcontractors are trained, receive a temporary AF Form 483, [Attachment 14](#) and POV pass, or are escorted by a qualified contractor.

5.2.9. Qualified contractors will meet delivery vehicles at a location off the airfield and escort vehicles to and from the construction site using approved routes. Coordinate and approve hauling operations through AM prior to the operation.

5.2.10. Contractor drivers will comply with provisions of this instruction and driving conditions negotiated at pre-construction meetings, or as stipulated in a Temporary Construction Waiver safety plan. Contractor vehicle operators who violate established provisions may be banned from operating motor vehicles or equipment on the airfield. Replacement drivers are the contractor's responsibility.

5.2.11. The Wing ADPM will maintain a file copy of this training in IAW Air Force RDS, Table 33-42, Rule 04.00.

Chapter 6

PRIVATELY OWNED VEHICLE / GOVERNMENT LEASED VEHICLES AIRFIELD PASSES

6.1. Procedures for Issuing, Maintaining and Securing POV Vehicle Passes.

6.1.1. POVs on the airfield are highly discouraged and are restricted to an absolute minimum. POVs shall not be authorized to operate in the AOA.

6.1.2. Personnel requesting airfield POV passes must be certified to drive on the airfield and have an AF Form 483. The hosting unit will provide the training and maintain all documentation in accordance with Air Force RDS, Table 13-01, Rule 01.00. The AFM, Wing ADPM or designated AM representatives is responsible for issuing vehicle passes. Authority will not be delegated outside of AM.

6.1.2.1. Personnel will complete **Attachment 7** for temporary POV pass or Attachment 8 for permanent POV pass. When completed, the letter will be forwarded to the Wing ADPM. The Wing ADPM will review and approve the request to ensure it meets AF guidance. Passes will not be issued directly to contract personnel; only the wing/base representative may sign for contractor airfield access identification.

6.1.3. Numbered and color-coded passes are issued/used to control and readily identify authorized POVs/GLVs on the Hickam airfield. Government vehicles do not require a POV pass. **Note:** GLVs are vehicles rented or leased by government agencies for an official purpose.

6.1.4. POV passes have a unique number assigned to a specific vehicle and may not be used on any other vehicle. If the POV is sold or transferred to another individual, the vehicle pass must be returned to Airfield Management Operations (AMOPS). The responsibility for security and safekeeping of the pass lies with the holder.

6.1.5. Contractors approved to operate POVs on the airfield will be issued an airfield temporary POV pass by the AFM and/or Wing ADPM only. Pass must be visible at all times. Display the pass on the left side (driver's side) of the dashboard visible when the vehicle is on the airfield. Passes will be placed on the dash of the vehicle only for the period that the vehicle is on the airfield, and must be removed upon departure from the airfield. NOTE: Contract/commercial vehicles must be plainly marked with company ID/Logo if operating on the airfield.

6.1.6. Due to safety concerns, keep the number of contractor vehicles, authorized to operate on the airfield, to the absolute minimum. The Wing ADPM is the approval authority for additional vehicles.

6.1.7. Passes are the responsibility of the persons to whom they are issued. Passes will not be transferred to without coordination/approval of Airfield Management.

6.2. Permanently Issued POV Vehicle Passes.

6.2.1. Personnel whose duties require a permanent vehicle pass will complete the Permanent POV Pass Request Memorandum in **Attachment 8**. This letter will be signed by the unit commander. When completed, forward the letter to the Wing ADPM. The Wing ADPM

will review and approve the request to ensure it meets AF guidance. **Note:** Permanent passes are not applicable to GLVs.

6.2.2. If approved, the Wing ADPM will issue a permanent POV vehicle pass to the requestor. Display the pass on the left side (driver's side) of the dashboard visible when the vehicle is on the airfield. Permanent POV vehicle passes will be signed for and are only valid for the current calendar year and must be re-validated annually no later than (NLT) 19 December every year. All approved passes for the next year will be ready for pick up between 27-29 December every year. The vehicle pass will change color to ensure that the integrity of the pass is maintained. If the request is disapproved, the Wing ADPM will notify the requestor.

6.2.3. Permanent POV vehicle passes are controlled items.

6.2.4. The Wing ADPM will provide a list of all permanently issued POV vehicle passes with the following information to the 647 SFS Installation Security Section: rank/name, unit, duty phone, make/model, color, and license plate number of the vehicle the POV vehicle pass will be used for. This list will be updated anytime a change is made to the listing.

6.2.5. Wing ADPM will maintain a file listing of all issued POV passes IAW Air Force RDS, Table 13-01 Rule 01.00.

6.3. Temporary Issue POV/GLV Vehicle Passes.

6.3.1. A limited number of temporary POV vehicle passes are available to be signed out from AM. Personnel signing out vehicle passes must meet all the training requirements in this ADI. Personnel will complete [Attachment 7](#). When completed, forward letter to the Wing ADPM. The Wing ADPM will review and approve the request to ensure it meets AF guidance.

6.3.2. When a temporary POV pass is approved by Wing ADPM ([Attachment 7](#) signed by Wing ADPM), AM personnel will log driver/vehicle information on the temporary POV pass log and issue the pass.

6.3.3. Drivers will display the pass on the left side (driver's side) of the dashboard so that it is visible when the vehicle is on the airfield.

6.3.4. After exiting the airfield, remove the pass from the dashboard and secure it. Return the pass to AMOPs when there is no longer a valid need for it.

6.3.5. Temporary POV passes are controlled items.

6.3.6. The Wing ADPM will provide a list of all temporarily issued POV pass with the same information in [paragraph 6.3.2](#) to the 647 SFS Installation Security Section. This list will be updated anytime a change is made to the listing.

6.3.7. Wing ADPM will maintain a file listing of all issued POV passes IAW Air Force RDS, Table 13-01 Rule 01.00

6.4. Disabled Vehicles.

6.4.1. When a vehicle has a malfunction that prevents operation under its own power, every means will be used to alert taxiing aircraft in the vicinity. At a minimum, the ground vehicle operator will:

6.4.2. Leave the vehicle parking lights or emergency flashers on.

6.4.3. If the vehicle has two-way radio capability, make the following transmission: "All parties "This is (callsign) with a disabled vehicle call for Airfield Management, HRF/ATCT, and Maintenance Operations Center". State the nature of the problem and report your position on the airfield.

6.4.4. Operators of other radio-equipped vehicles (i.e., Security Forces, Civil Engineer, Transportation, etc.) must make every effort to assist getting the disabled vehicle off the airfield, especially if the vehicle is located on parking aprons, taxiways, or runways.

6.4.5. If a vehicle is not equipped with a two-way radio, stay with the vehicle, call AM Ops at 449-0046 via cell phone and continue attempts to alert any taxiing aircraft or other vehicles in the vicinity.

6.4.6. In the event of a disabled vehicle on the AOA, the vehicle operator will immediately notify ATCT and/or AM by any means possible, to coordinate expeditious removal of the disabled vehicle from the AOA.

6.4.7. The vehicle operator will ensure the disabled vehicle is not left unattended in the AOA. If able vehicle operator will attempt to push vehicle to a more safe location.

6.4.8. The disabled vehicle will be removed using any method in the quickest and safest way possible.

6.5. Pedestrian Movement.

6.5.1. Pedestrians are authorized on the airfield for official business in support of the flying mission. When on the airfield, pedestrians shall adhere to the following procedures:

6.5.1.1. Walk facing oncoming traffic.

6.5.1.2. Do not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations.

6.5.1.3. Do not enter the AOA without two-way radio contact and approval from ATCT.

DAVID D. BALDESSARI, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 13-204, Vol 2 Airfield Operations Standardization and Evaluations , 1 September 2010
AFI 13-204, Vol. 3 Airfield Operations Procedures and Programs, 1 September 2010
AFI 13-213, Airfield Driving, 1 June 2011
AFI 21-101, 15 AW Supplement, Aircraft and Equipment Maintenance Management., 20 July 2009
AFI 24-301, Vehicle Operations, 1 November 2008
AFI 31-101, Air Force Installation Security Program,
AFI 31-218_IP, Motor Vehicle Traffic Supervision, 22 May 2006
AFI 91-202, The US Air Force Mishap Program, 1 August 1998
AFMAN 24-306_IP, Manual for the Wheeled Vehicle Operator, 1 July 2009
AFMAN 33-363, Management of Records, 1 March 2008
AFI 91-203, Air Force Consolidated Occupational Safety Instruction, 15 Jun 2012
AFVA 11-240, US Air Force Airport Signs and Marking, 1 May 2013
AFVA 13-221, Control Tower Light Signals, 1 November 2001
AFVA 13-222, Runway/Controlled Movement Area Procedures
UFC 3-260-01, Airfield and Heliport Airfield and Design, 17 November 2008
UFC 3-535-01. Visual Air Navigation Facilities, 17 November 2005
T.O. 36-1-191, Technical and Managerial reference for Motor Vehicle Maintenance, 20 July 2007

Adopted Forms

AF Form 457, *USAF Hazard Report*, 1 August 2002
AF Form 483, *Certificate of Competency*, 1 August 2002
AF Form 651, Hazardous Air Traffic Report (HATR), 28 May 2002
AF Form 847, Recommendation for Change of Publication, 22 September 2009
AF Form 1199C, USAF Restricted Area Badge (Yellow), 1 December 1968
AF Form 1313, *Driver Record*, 1 May 1985
FAA Form 5280-7, Airfield Visual Aid Safety Placeard
FAA Form 8020-25, Investigation of Vehicle or Pedestrian Deviation Report
DD Form 2861, *Cross-Reference*, 1 June 2003
AF Form 3616, Daily Record of Facility Operations, 31 March 2003

AF Form 1199, *Air Force Entry Control Card*, 1 November 1986

Abbreviations and Acronyms

ADI—Airfield Driving Instruction

ADLS—Advanced Distributed Learning Service

ADP—Airfield Driving Program

ADPM—Airfield Driving Program Manager

ADTP—Airfield Driving Training Program

AF—Air Force

AFI—AirForce Instruction

AFMAN—Air Force Manual

AFM—Airfield Manager

AFRIMS—Air Force Records Information Management System

AFRSAT—Air Force Runway Safety Action Team

AGE—Aircraft Gound Equipment

AM—Airfield Management

AMOPS—Airfield Management Operations

ANG—Air National Guard

AOB—Airfield Operations Board

AOA—Airfield Operating Area

ATC—Air Traffic Control

ATCT—Air Traffic Control Tower

CAC—Common Access Card

CBT—Computer Based Training

CMA—Controlled Movement Area

DAFM—Deputy Airfield Manager

DD—Department of Defense

DOD—Department of Defense

DV—Distinguished Visitor

ECP—Entry Control Point

FAA—Federal Aviation Administration

FOD—Foreign Object Damage

HATR—Hazardous Air Traffic Report

HNL—Honolulu International Airport
HIANG—Hawaii Air National Guard
HRF—Hickam Ramp Facility
IFR—Instrument Flight Rules
ILS—Instrument Landing System
IAW—In Accordance With
MFR—Memorandum for Record
MDG—Medical Group
MOU—Memorandum of Understanding
NCOIC—Non-Commissioned Officer in Charge
NVD—Night Vision Device
OG—Operations Group
OPR—Office of Primary Responsibility
OSS—Operations Support Squadron
PA—Public Affairs
POV—Privately Owned Vehicle
RIPWG—Runway Incursion Prevention Working Group
RDS—Records Disposition Schedule
RWY—Runway
SE—Safety
SEF—Flight Safety
SFS—Security Forces Squadron
TDY—Temporary Duty
WG—Wing

Terms

Acknowledge—Let me know that you have received my message.

Advise Intentions—Tell me what you plan to do.

Authorized Personnel—Personnel who are required to be on the airfield by the nature of their job and have the permission of their squadron commander.

Airfield—The portion of the airfield that includes the runway, taxiways, aircraft parking ramps, hangars and associated servicing areas, imaginary surfaces and lateral clearance zones, where aircraft may be encountered. This includes Taxiways A1-A4, M, T, V, Taxilanes HA, HB and aprons located on JBPHH. Kamakahi road is not considered part of the airfield.

Aircraft On Final—Commonly used to mean that an aircraft is on final approach course or is aligned with a landing area.

Airport Operating Area—The airport operating area is defined as the runway, overruns, and all taxiways leading to the runway. It is mandatory to possess two—way radio contact with HNL ATCT inside this area. See [Attachment 2](#).

Clear—ATC term, not authorized for use by personnel operating motor vehicles on the airfield.

Controlled Area—Any area marked with controlled area signs, usually monitored at controlled entry points with monitors and indicating official use only.

Controlled Movement Area (CMA)— See Airport Operating Area (AOA).

Expedite/ Immediately—Used by ATC when such action is required to avoid an imminent situation.

Foreign Object Debris (FOD)—FOD is any object, such as rocks, aircraft parts, tools, metal, etc., that could be ingested by an aircraft engine and thus cause internal damage. Also referred to as Foreign Object Damage.

Hold or Hold Short—Used by ATC to indicate you must stay where you are currently located or for you to hold at the Runway Hold line/VFR hold line prior to receiving approval into the AOA.

Negative—No, or permission not granted, or that is not correct.

Out—The conversation is ended and no response is expected.

Over—My transmission is ended; I expect a response.

Proceed—Authorization to begin/continue on approved routes.

Precision Obstacle Freezone Hold Line—See [Attachment 2](#).

Ramp—Either concrete or asphalt (depending on the weight of the aircraft and the sub-base of the ground beneath) used to park aircraft or equipment.

Read Back—Repeat my message back to me.

Restricted Area—Marked with signs prior to entering, red lines will indicate the boundaries. A Restricted Area line badge is required to enter or be escorted into. ECPs are locations where personnel can enter the restricted area. ECPs are indicated by black lettering on a white background.

Roger—I have received all of your last transmission. It will not be used to answer a question requiring a yes or no answer.

Runway—A paved surface used by aircraft to land and take off.

Runway Hold Line—See [Attachment 2](#).

Say Again—Used to request a repeat of the last transmission. Usually specifies transmission was not understood or received.

Stand By—To pause while other duties of a higher priority are attended to.

Taxilane—Ramp space between rows of parked aircraft used to maneuver aircraft to and from parking spots and taxiways.

Taxiway—A paved surface for taxiing aircraft from parking ramp to runway.

Without Delay—With a sense of urgency, proceed with approved instructions in a rapid manner.

Wilco— I have received your message, understand it, and will comply with it.

Attachment 2

HICKAM AIRFIELD DIAGRAMS

Figure A2.1. Hickam Airfield Diagram

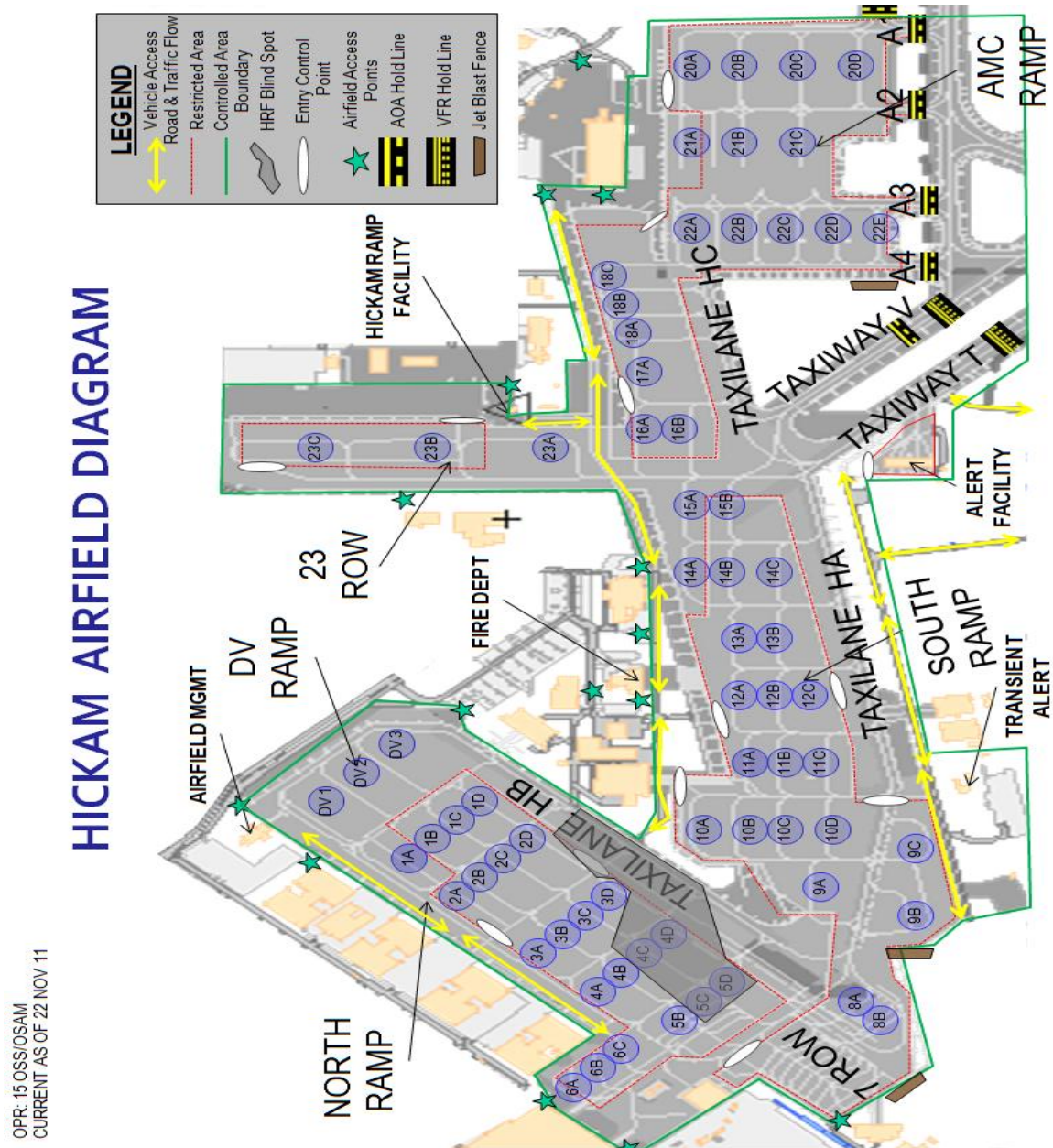


Figure A2.2. Hickam Hot Cargo Pad

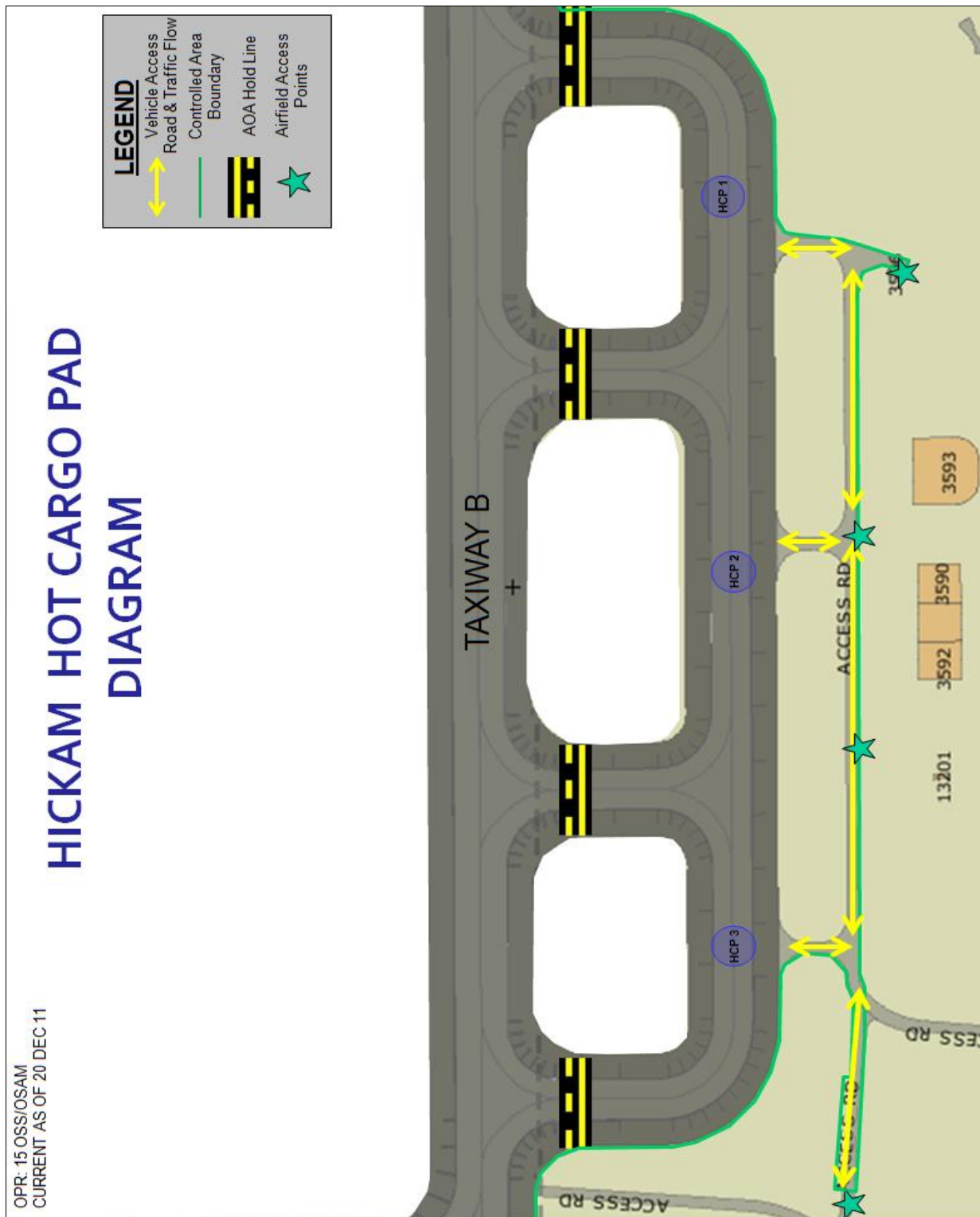
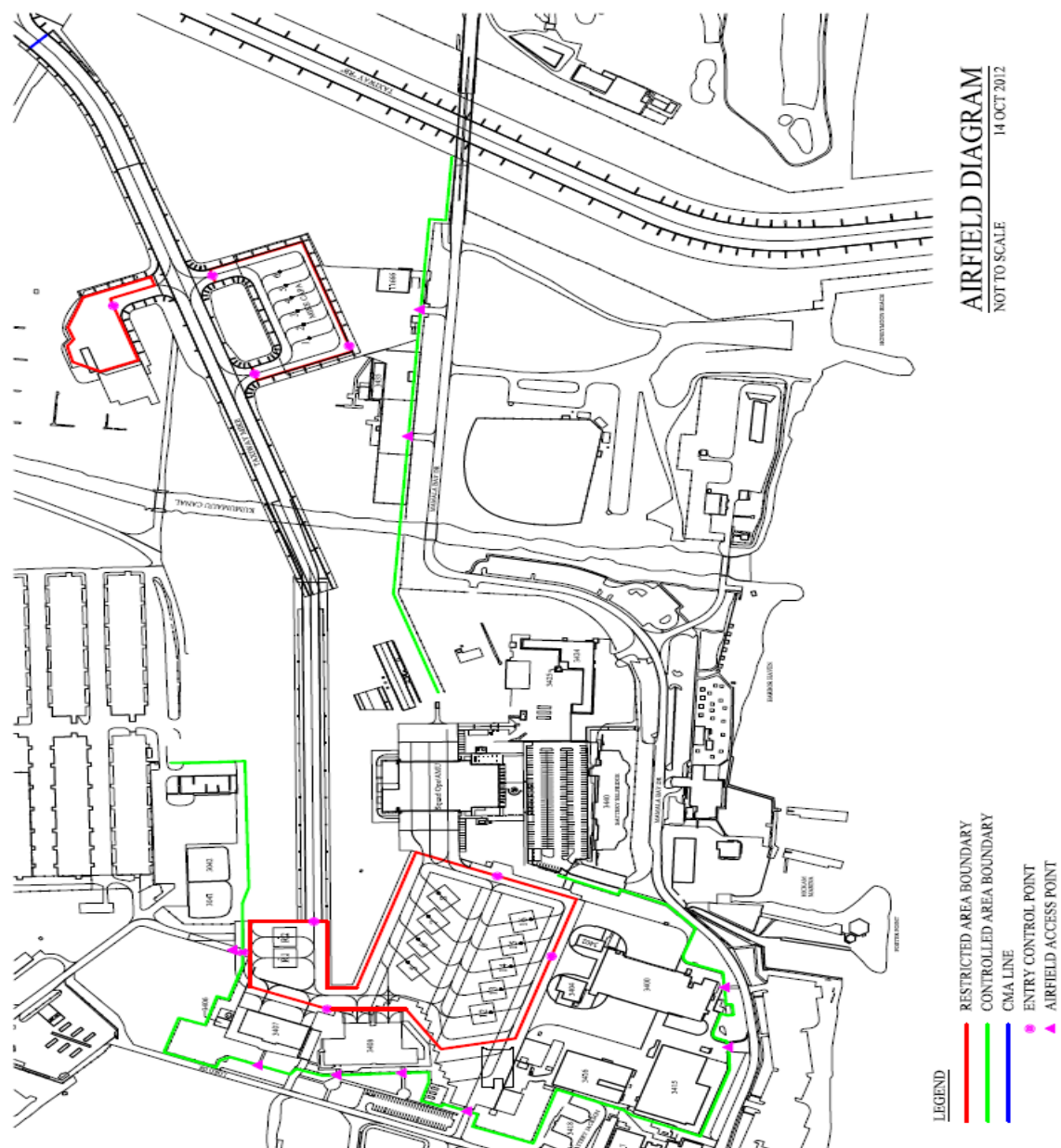


Figure A2.3. Hawaii Air National Guard Ramp



Attachment 3

HONOLULU INTERNATIONAL AIRPORT

A3.1. Note: Any vehicle which requires access to the AOA will be equipped with operational radio equipment capable of maintaining positive two-way contact with HNL Ground Control (Ground 121.9/Tower 118.1) and/or Hickam Ramp Facility (133.6) and receive approval from ATC for access. HNL Ground Control will not issue or use unconditional instructions (blanket approval) when authorizing vehicle to access the AOA.

Figure A3.1. Honolulu International Airport Airfield Diagram

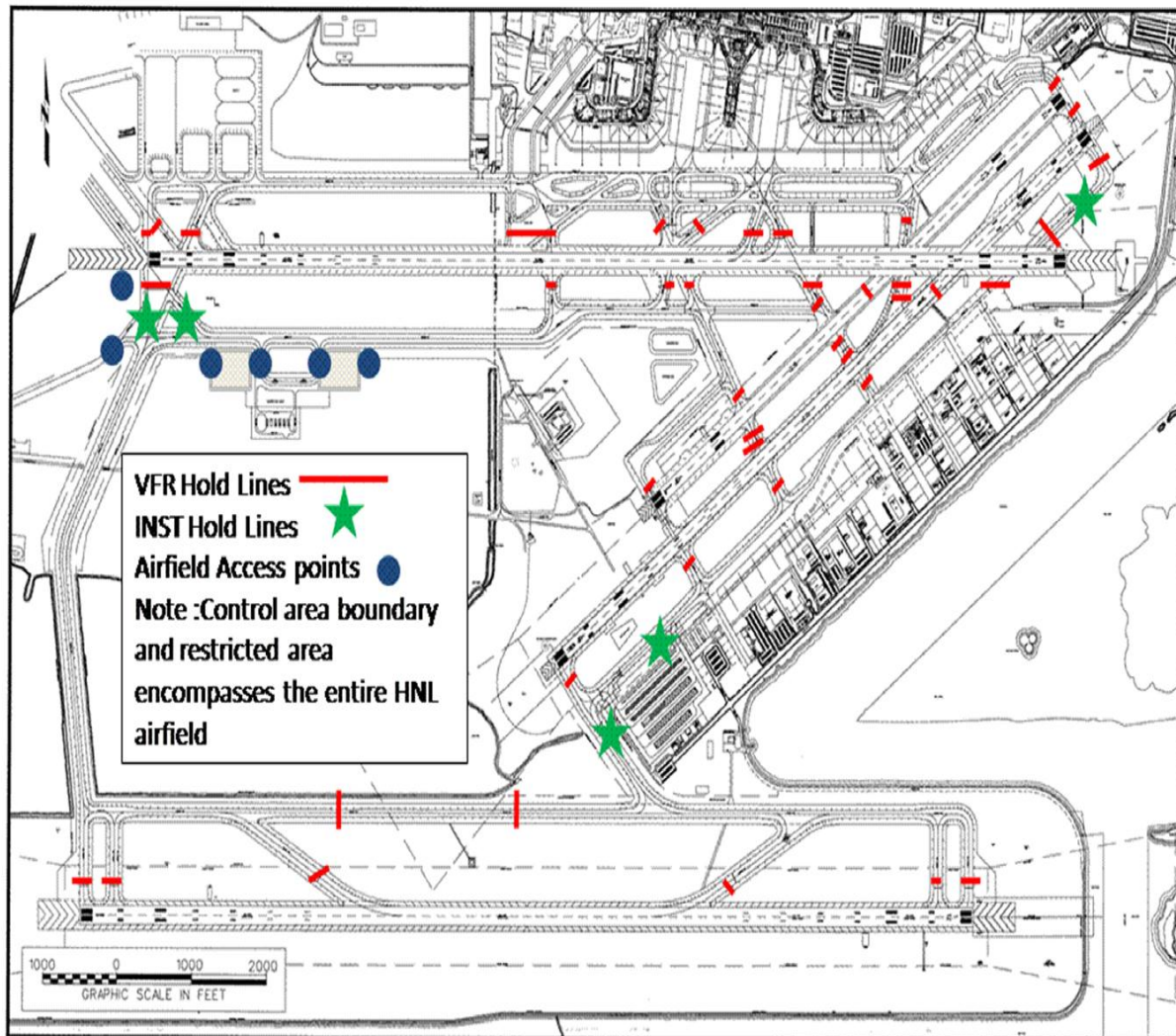


Figure A3.2. Honolulu International Airport Airfield CMA Diagram

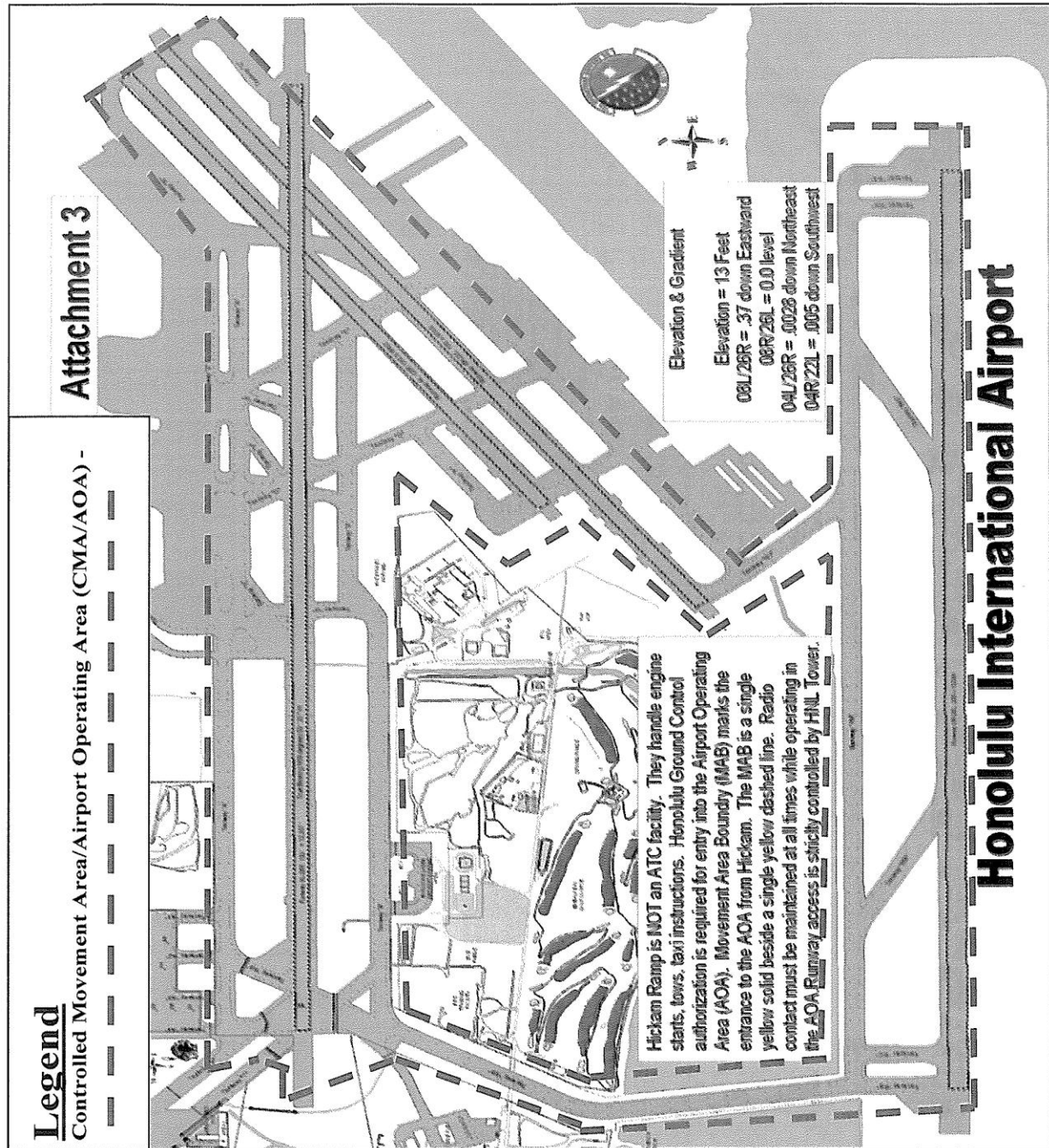
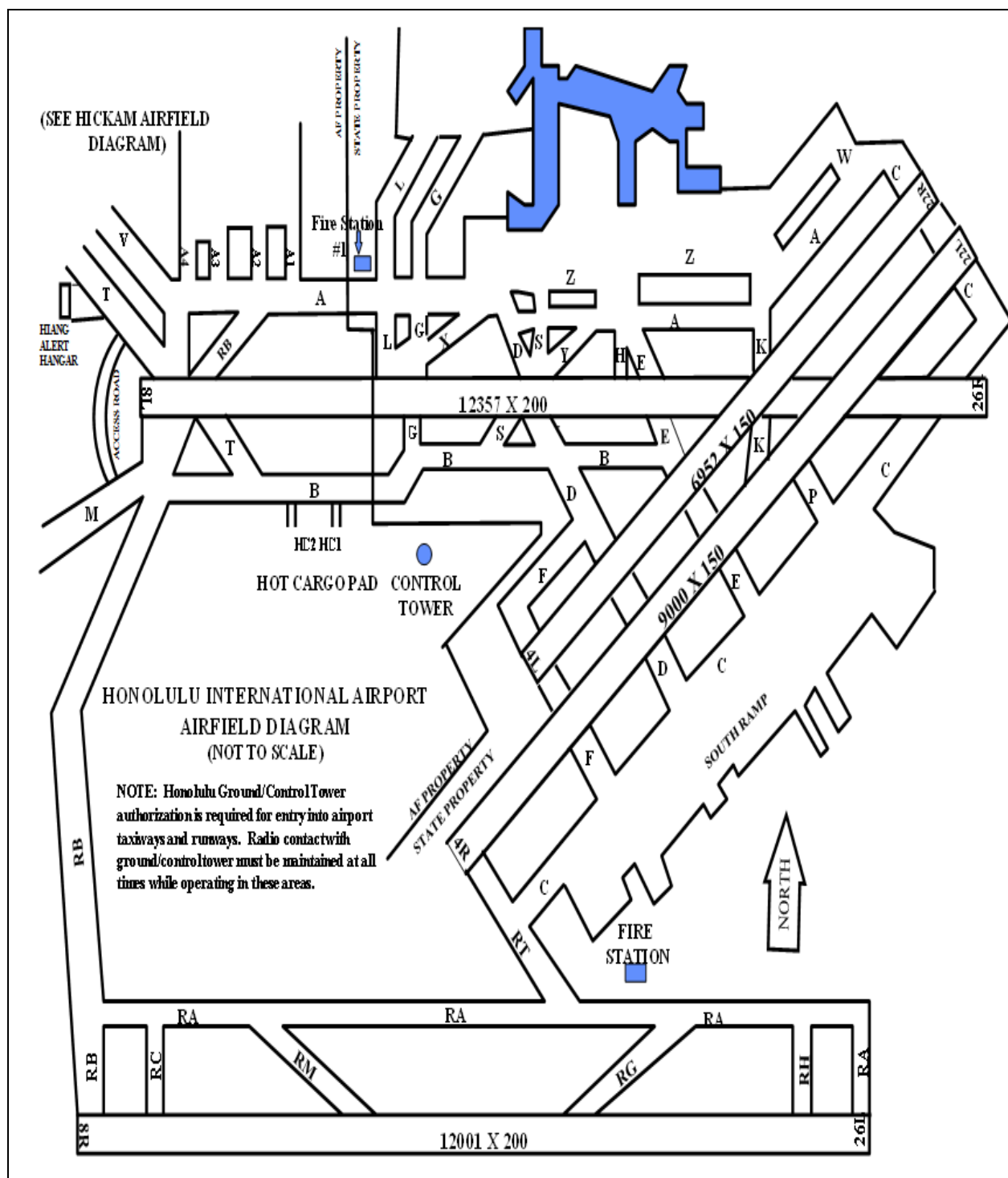


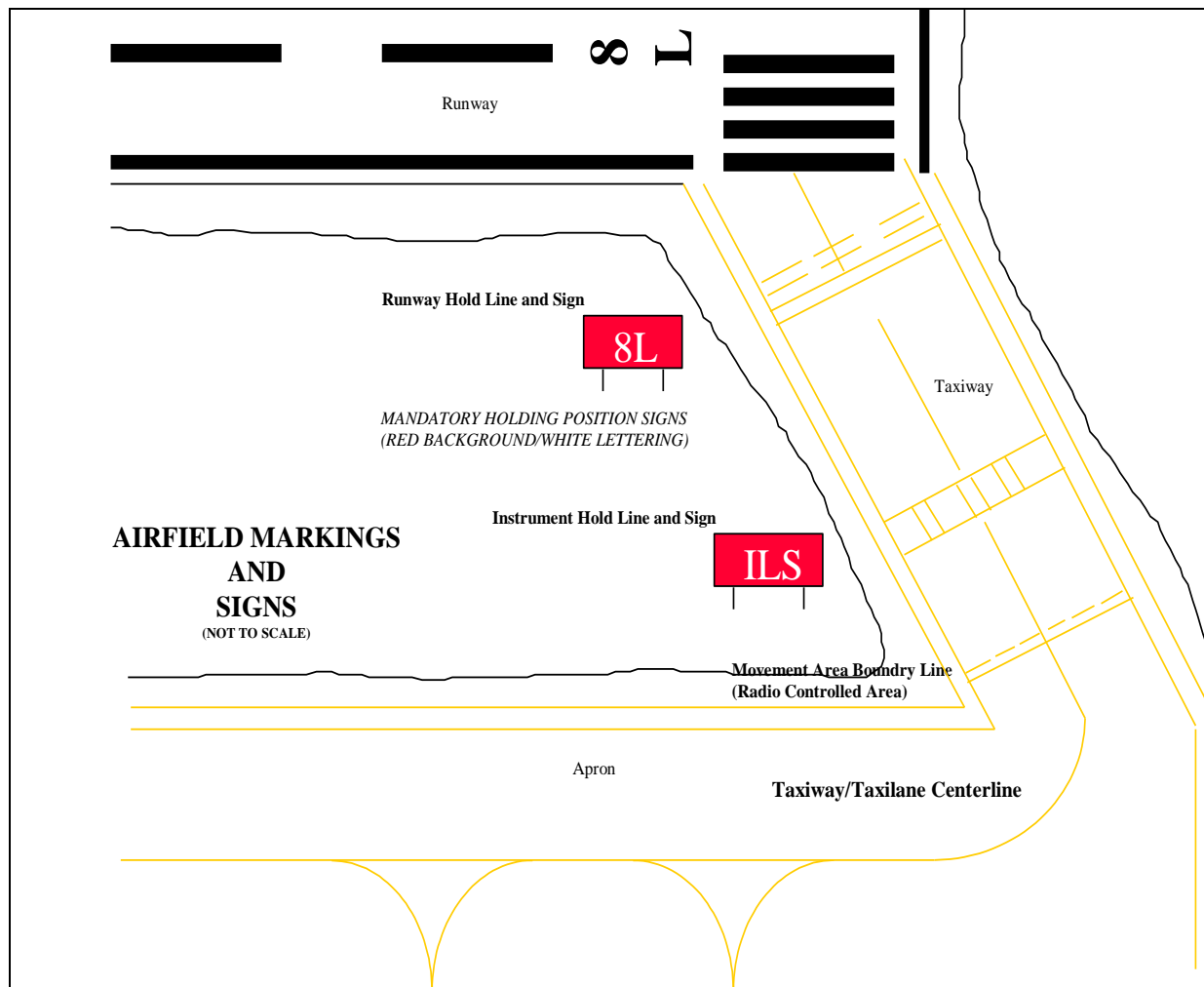
Figure A3.3. Honolulu International Airport Airfield Diagram



Attachment 4

AIRFIELD MARKINGS AND SIGNS DIAGRAM

Figure A4.1. Honolulu International Airfield Diagram



Attachment 5

PRECISION APPROACH CRITICAL AREAS

Figure A5.1. Runway 08L Glideslope Critical Area/Instrument Hold Lines

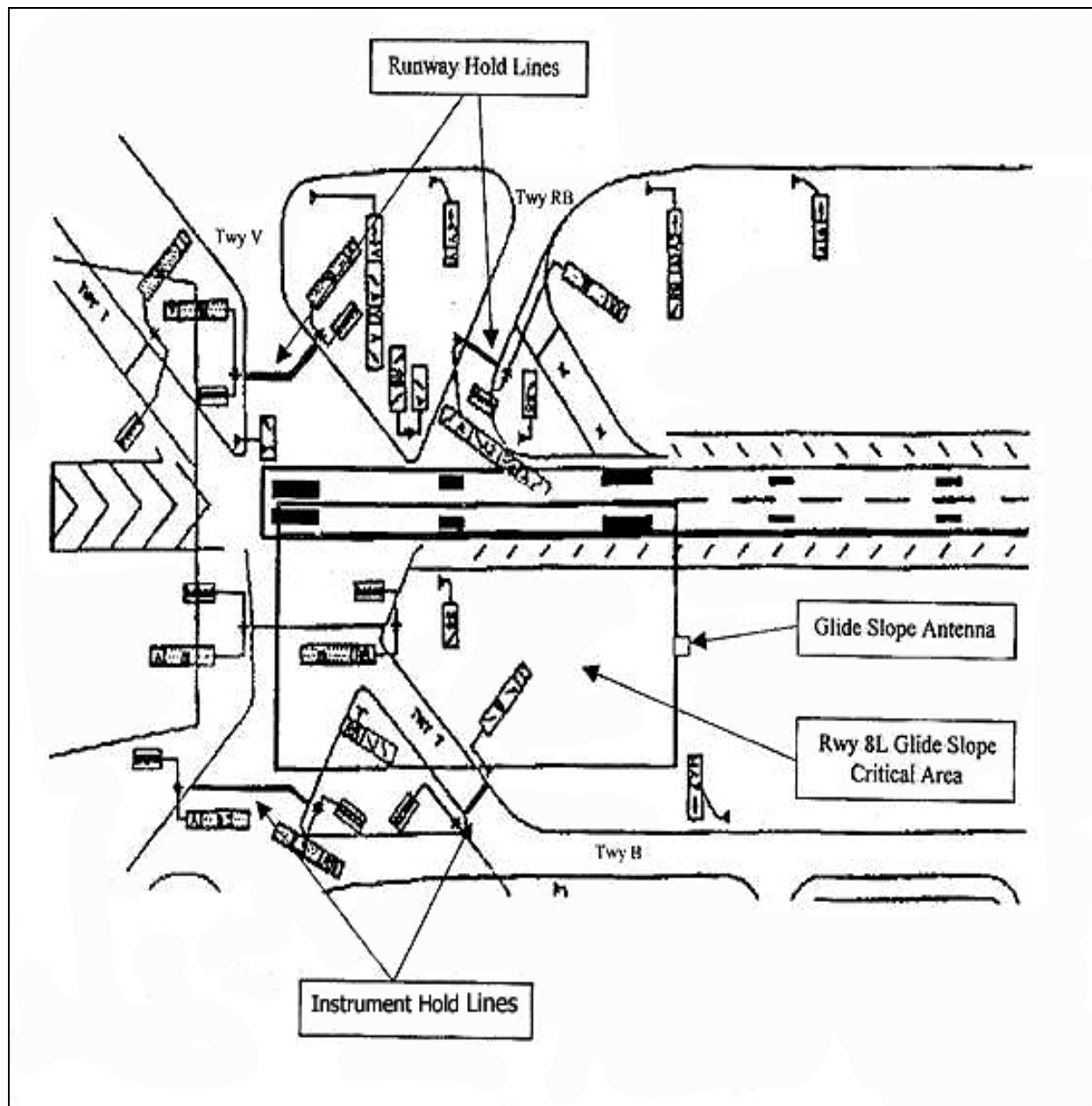


Figure A5.2. Runway 4R/8L Localizer Critical Areas & Instrument Hold Lines

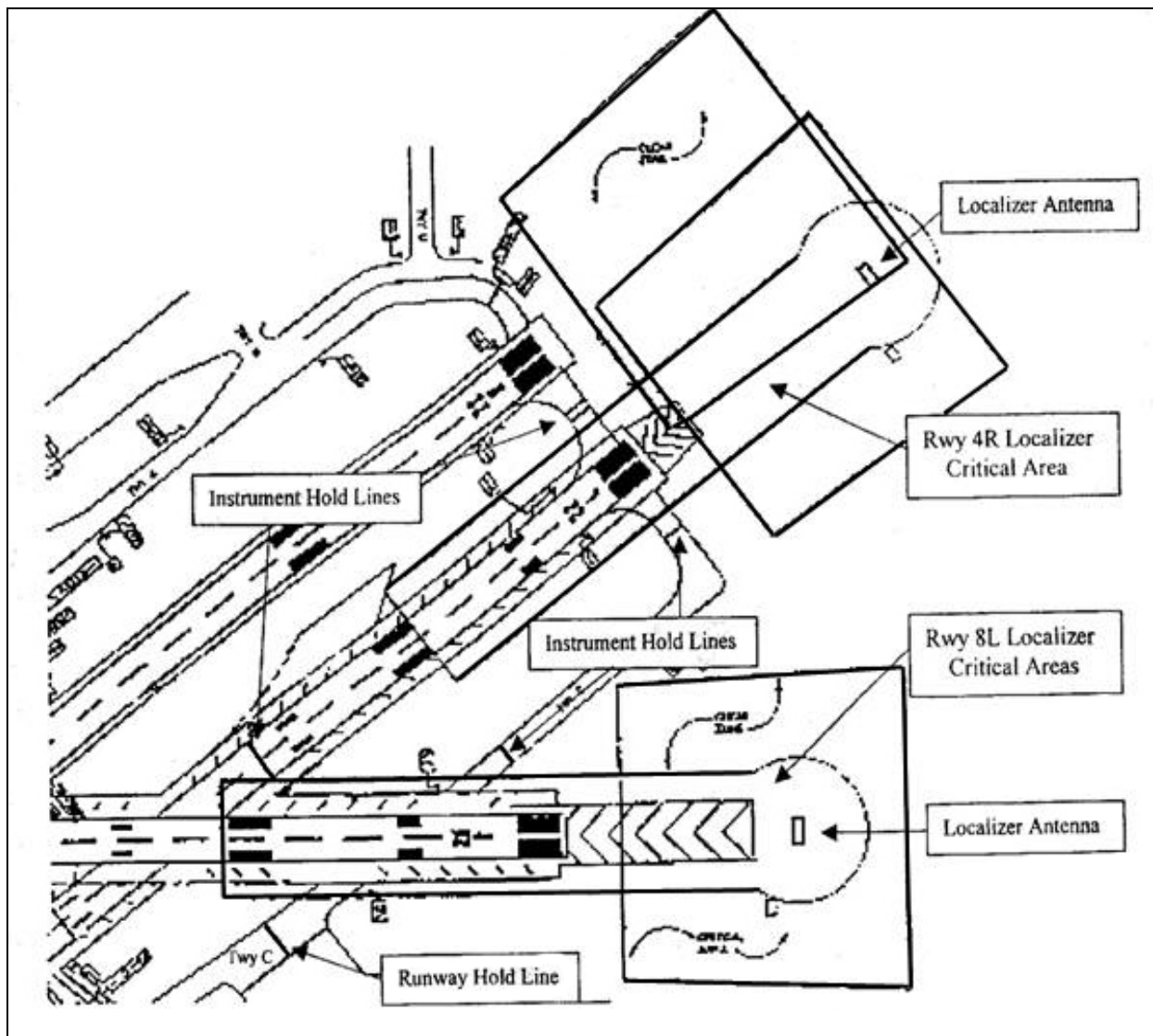
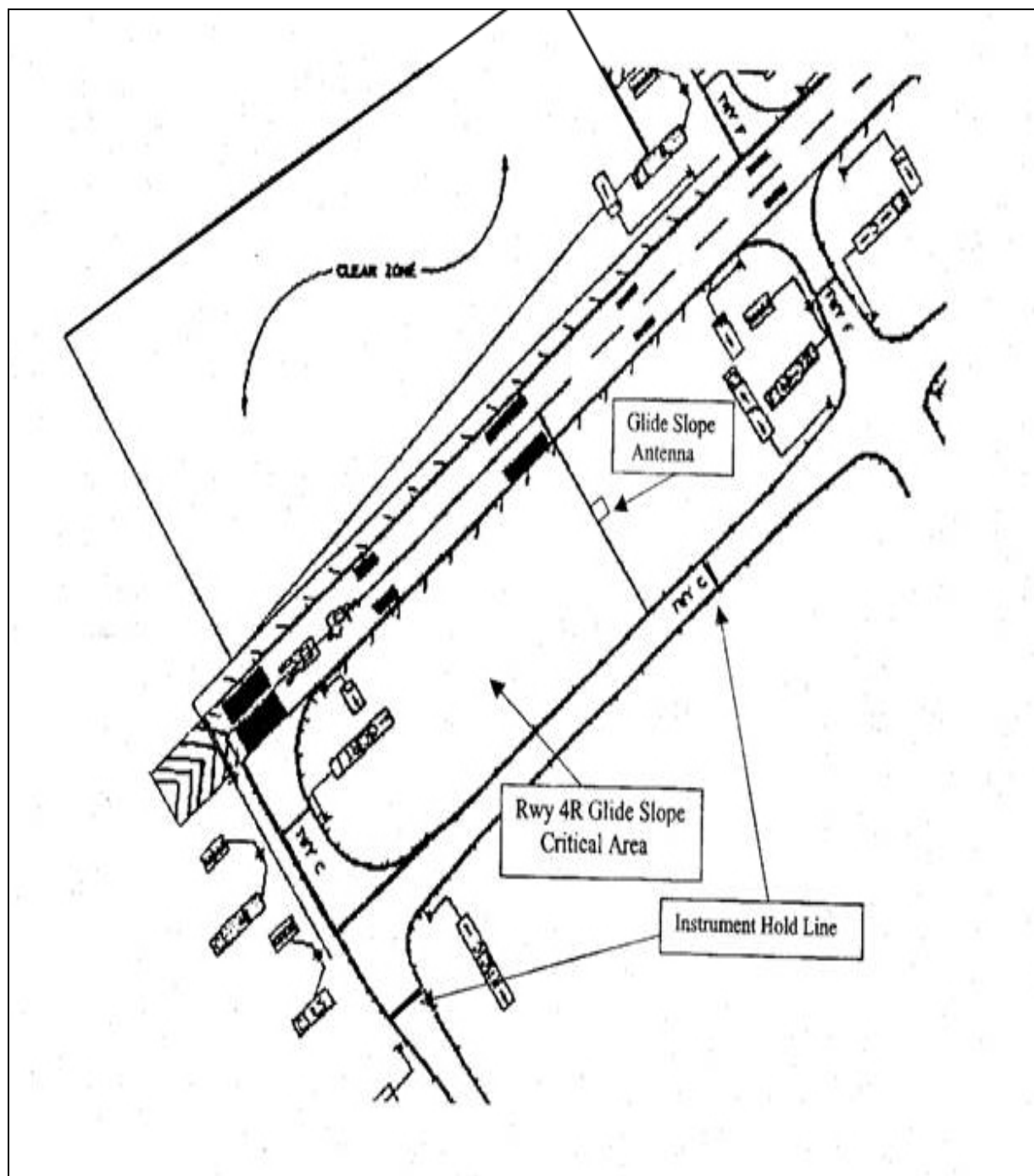


Figure A5.3. Runway 4R Glideslope Critical Area/Instrument Hold Lines



Attachment 6

AIRFIELD DRIVING VIOLATIONS STATEMENT

Figure A6.1. Sample of 15WG Form 31, *Airfield Driving Violations Statement*.

AIRFIELD DRIVING VIOLATIONS STATEMENT	
NAME/RANK XXXXXXXX	UNIT/SECTION XXX-XXXX
DUTY PHONE XXX-XXX-XXXX	CERTIFICATE NUMBER ON AF FORM 843, CERTIFICATE OF COMPETENCY XXXXXXX
UNIT COMMANDER OR AIRFIELD DRIVING PROGRAM MANAGER (ADPM) NAME XXXXXXXXXX	
DATE/TIME OF INCIDENT/VIOLATION XXXXXXXXXX	
LOCATION OF INCIDENT/VIOLATION XXXXXXXXXX	
DETAILS/NATURE OF INCIDENT/VIOLATION (Continue on Reverse, if necessary.) XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	
<p>I acknowledge and understand as a result from my negligence or willful misconduct my driving privileges are suspended pending an investigation of the incident/violation. I understand I will be notified by my Unit ADPM the results of the investigation and the number of days my driving privileges are suspended.</p>	
NAME/RANK XXXXXXXX	
SIGNATURE Click above to sign	CADIZ.MYD.1289822193, hycadiz@us.af.mil 21 Aug 2012 Date

15 WG Form 31, 2012XXXX

Attachment 7

TEMPORARY POV REQUEST MEMORANDUM

Figure A7.1. Temporary POV Request Memorandum

MEMORANDUM FOR 15 OSS/OSAM				Date:
FROM: Unit CC/Company/Contractor Representative:				
SUBJECT: Request for Temporary Airfield POV pass				
1. The following drivers are requesting POV passes from XXXX to XXXXX(dates).				
<u>Name(Rank if applicable)</u>		<u>Unit/Company</u>		
<u>Local phone #</u>		<u>Supporting Unit</u>		
<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>Color</u>	
License Number	State	FORM 483 Number		
2. Justification:				
3. I acknowledge that I can be held responsible for all loss, damage or destruction of government property resulting from my negligence or willful misconduct, as well as that of my agents or employees. I have read, understand, and will comply with the contents of 15 AWI 13-213.				
1st Ind		NAME, RANK, USAF		
Approve/Disapprove		DUTY TITLE		
Pass number_____				
		NAME, RANK, USAF		
		Deputy Airfield Manager		

Attachment 8

PERMANENT POV REQUEST MEMORANDUM

Figure A8.1. Sample of Memorandum for Permanent POV Request

MEMORANDUM FOR 15 OSS/OSAM		Date	
FROM: Unit Commander			
SUBJECT: Request for Privately Owned Vehicle Pass			
<p>1. I request permission to operate the following vehicle(s) on the Hickam AFB ramp. I understand this vehicle pass is valid on the main aircraft parking ramp and is not valid for accessing taxiways, runways or Honolulu Airport.</p>			
<u>Name(Rank if applicable)</u>	Unit/Company	Phone Number	
<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>Color</u>
License Number	State	FORM 483 Number	
<p>2. Justification: State reason why the POV is needed out on the airfield.</p>			
<p>3. I acknowledge that I can be held responsible for all loss, damage or destruction of government property resulting from my negligence or willful misconduct, as well as that of my agents or employees. I have read, understand, and will comply with the contents of 15 WGI 13-213.</p>			
		NAME, RANK, USAF Commander	
1st Ind, 15 OSS/OSAM Approve/Disapprove.			
Pass number _____			
		NAME, RANK, USAF Deputy Airfield Manager	

Attachment 9

**UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S)
APPOINTMENT LETTER**

Figure A9.1. Unit Airfield Driving Program Manager and Trainer(s) Appointment Letter

MEMORANDUM FOR 15 OSS/OSAM

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

1. The following individuals are appointed as unit Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have received training IAW AFI 13-213 and the 15 WGI 13-213. Both ADPM and Alt ADPM have the authority to certify personnel are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit assigned and TDY personnel.

NAME/Email	OFFICE SYM	DP	483 # _____
------------	------------	----	-------------

PRIMARY:

MSgt Ann B. Smith	OSAM	XXX-XXXX	BLK#####
Email: Ann.Smith@blank.af.mil			

ALTERNATE:

TSgt John E. Doe	OSAM	XXX-XXXX	BLK#####
Email: John.Doe@blank.af.mil			

2. The following individuals are appointed as Airfield Driving Program Trainers:

NAME/Email	OFFICE SYM	DP	483 # _____
------------	------------	----	-------------

TSgt Jane C. Davis	OSAM	XXX-XXXX	BLK#####
Email: Jane.Davis@blank.af.mil			

SSgt Michael Johnson	OSAM	XXX-XXXX	BLK#####
Email: Michael.Johnson@blank.af.mil			

3. This letter supersedes all previous letters, same subject.

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 10

UNIT ADPM TRAINING CHECKLIST

Figure A10.1. Sample 15 WG Form 32, Unit ADPM Training Checklist, Page 1.

UNIT AIRFIELD DRIVING PROGRAM MANAGER (ADPM) TRAINING CHECKLIST			
SECTION I: TRAINEE INFORMATION (Completed by Wing ADPM)			
NAME: (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT:	UNIT/OFFICE SYMBOL OR COMPANY NAME:	DUTY PHONE:
XXXXX/XXXXX	XXXX	XXXX	XXXXX
SECTION II: QUALIFICATION TRAINING (Completed by Trainee and Wing ADPM)			
	Date Completed	Trainee Initials	Wing ADPM Initials
1. Unit ADPM duties and responsibilities.	3 Aug 2012	XXX	XXX
2. Appointment of Unit Trainers.	3 Aug 2012	XXX	XXX
3. Runway incursion prevention.	3 Aug 2012	XXX	XXX
4. Governing Directives:			
4.1. AFMAN 24-306, Manual for the Wheeled Vehicle Operator.	3 Aug 2012	XXX	XXX
4.2. AFOSHSTD 91-100, Aircraft Flightline Ground Operations and Activities (Chapter 6).	3 Aug 2012	XXX	XXX
4.3. AFI 21-101, Aircraft and Equipment Maintenance Management.	3 Aug 2012	XXX	XXX
5. Testing requirements to include test security/compromise.	3 Aug 2012	XXX	XXX
6. Color vision testing requirements (for additional information, see AFI 48-123, Medical-Examinations and Standards)	3 Aug 2012	XXX	XXX
7. Airfield Driver's training requirements.			
7.1. Local Qualification.	3 Aug 2012	XXX	XXX
7.2. Refresher.	3 Aug 2012	XXX	XXX
8. Unit ADPM Continuity Binder.	3 Aug 2012	XXX	XXX
9. Reporting, Enforcement, and Violation Consequences.	3 Aug 2012	XXX	XXX
10. Vehicle Passes (Privately Owned/Government Leased).	3 Aug 2012	XXX	XXX
11. Controlled Movement Area (CMA) procedures and training for unit personnel.	3 Aug 2012	XXX	XXX
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.	3 Aug 2012	XXX	XXX
13. Escort Procedures.	3 Aug 2012	XXX	XXX
14. Procedures for issuing, revoking, and reissuing an AF Form 483, Certificate of Competency.	3 Aug 2012	XXX	XXX
15. Participate with the Unit ADPM on an actual training session and practical check ride.	3 Aug 2012	XXX	XXX
16. Airfield Driving Training Program (ADTP).			
16.1. User Roles.	3 Aug 2012	XXX	XXX
16.2. Creating User Accounts.	3 Aug 2012	XXX	XXX
16.3. Using ADTP as trainee.	3 Aug 2012	XXX	XXX
16.4. Using ADTP as Unit ADPM.	3 Aug 2012	XXX	XXX
16.5. Getting/Administering Training.	3 Aug 2012	XXX	XXX
16.6. Unit Test.	3 Aug 2012	XXX	XXX
16.7. Completing Annual Refresher Training.	3 Aug 2012	XXX	XXX

<div style="color: red; font-weight: bold; margin-bottom: 5px;">DRAFT - NOT FOR IMPLEMENTATION OR COMPLIANCE</div> UNIT ADPM TRAINING CHECKLIST, Continued.																					
SECTION II: QUALIFICATION TRAINING, Continued.																					
17. AF Form 483 Certificate Number:	XXXX	STAMP:	XXXX																		
SECTION III: TRAINING CERTIFICATION (Completed by the Trainee and Wing ADPM or designated representative.)																					
<div style="margin-bottom: 10px;">TRAINEE</div> <div style="margin-bottom: 10px;">I have received and completed all of the above training requirements and will comply with Local Base Airfield Driving Instruction (ADI).</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 35%; border: none;">NAME (Last, First M.I.)</td> <td style="width: 35%; border: none;">RANK, CIVILIAN GRADE SIGNATURE OR EQUIVALENT</td> <td style="width: 30%; border: none;">DATE</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">XXXX, XXXX, X</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">XXXX</td> <td style="border: none;"></td> </tr> <tr> <td colspan="2" style="border: none; text-align: right; padding-right: 20px;">Click above to sign</td> <td style="border: none;"></td> </tr> </table> <div style="margin-bottom: 10px;">WING ADPM OR DESIGNATED REPRESENTATIVE</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 35%; border: none;">NAME (Last, First M.I.)</td> <td style="width: 35%; border: none;">RANK, CIVILIAN GRADE SIGNATURE OR EQUIVALENT</td> <td style="width: 30%; border: none;">DATE</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">XXXX, XXXX, X</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">XXXX</td> <td style="border: none;"></td> </tr> <tr> <td colspan="2" style="border: none; text-align: right; padding-right: 20px;">Click above to sign</td> <td style="border: none;"></td> </tr> </table> <div>COMMENTS/CONTINUATION</div> <div style="border: 1px solid black; height: 300px; margin-top: 5px;"></div>				NAME (Last, First M.I.)	RANK, CIVILIAN GRADE SIGNATURE OR EQUIVALENT	DATE	XXXX, XXXX, X	XXXX		Click above to sign			NAME (Last, First M.I.)	RANK, CIVILIAN GRADE SIGNATURE OR EQUIVALENT	DATE	XXXX, XXXX, X	XXXX		Click above to sign		
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE SIGNATURE OR EQUIVALENT	DATE																			
XXXX, XXXX, X	XXXX																				
Click above to sign																					
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE SIGNATURE OR EQUIVALENT	DATE																			
XXXX, XXXX, X	XXXX																				
Click above to sign																					

Attachment 11

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

Figure A11.1. Sample 15 WG Form 33, Unit Airfield Driving Program Self Inspection, Page 1.

UNIT AIRFIELD DRIVING PROGRAM SELF-INSPECTION CHECKLIST			
SECTION I: GENERAL INFORMATION (Completed by Wing Airfield Driving Program Manager (ADPM) or Unit ADPM)			
UNIT	OFFICE SYMBOL OR COMPANY NAME	DATE	
XXXXX	XXXXX	18 Apr 2012	
SECTION II: INSPECTION ITEMS (Completed by Wing ADPM or Unit ADPM)			
	Yes	No	Not Applicable
1. Unit Commander.			
1.1. Has the unit commander appointed, in writing an Airfield Driving Program Manager and alternate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5. Is the unit commander notified when individuals commit a violation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Unit Airfield Driving Program Manager (ADPM).			
2.1. Is the Unit ADPM trained and certified to drive on the airfield?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the Air Force Specialty Code (AFSC) exempt?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (full name, rank, unit, office symbol, AF Form 483, Certificate of Competency, number, any restrictions, and date refresher training is due)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF Form 483 endorsed for airfield driving?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7. Are the training and testing materials current and accurate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Temporary Duty (TDY) Personnel/Non-base Assigned Contractors.			
3.1. Are TDY personnel/non-base assigned contractors driving credentials verified (do TDY personnel/non-base assigned contractors have a valid state/government operating vehicle (GOV) driver's license, and AF Form 483 from their home base)? ADPM should question the need to issue AF Form 483 if TDY personnel do not have an AF Form 483 from their home station.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Training.			
4.1. Are potential airfield drivers receiving classroom training by the Unit ADPM (as determined locally)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4. Does the Unit ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6. Are drivers receiving annual refresher training within the established time lines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7. Does the Unit ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back side of AF Form 483?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8. Are the trainees administered a General Knowledge Test?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9. Are trainees administered a Runway Incursion Prevention Test?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.10. Are trainees administered a Communication Test to individuals requiring Controlled Movement Area (CMA) access?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AOA Only

UNIT AIRFIELD DRIVING PROGRAM SELF-INSPECTION CHECKLIST, Continued

UNIT AIRFIELD DRIVING PROGRAM SELF-INSPECTION CHECKLIST, Continued			
SECTION II: INSPECTION ITEMS, Continued.			
	Yes	No	Not Applicable
4.11. Are trainees instructed on proper radio terminology when communicating with the Air Traffic Control Tower (ATCT)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AOA Only
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.13. Are trainees familiar with runway entry and exit procedures and radio "read back" requirement (a random interview of unit vehicle operators may be conducted)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AOA Only
5. Miscellaneous.			
5.1. Is the Federal Aviation Administration (FAA) Form 5280-7/Air Force Visual Aid (AFVA) 11-240, USAF Airport Signs and Markings, available for each vehicle operated on the CMA?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2. Is Foreign Object Damage (FOD) prevention and identification part of the unit's Airfield Driving Program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AOA Only
5.4. Is a current airfield diagram in unit assigned vehicles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION III: COMMENTS/NOTES (Completed by Wing ADPM or Unit ADPM)			
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>			
SECTION IV: CERTIFICATION (Completed by Wing ADPM or Unit ADPM)			
UNIT ADPM			
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
XXXXXX	XXXX	Click above to sign	
WING ADPM			
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
XXXXXX	XXXX	Click above to sign	

Attachment 12

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

Figure A12.1. Sample of 15WG Form 34, Airfield Driving Training Documentation and Certification Checklist, Page 1.

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I: TRAINEE INFORMATION (Completed by Unit ADPM)			
NAME: (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	UNIT/OFFICE SYMBOL OR COMPANY NAME	DUTY PHONE
XXXXXXXX	XXX	XXXX	XXXXXXXX
SECTION II: QUALIFICATION TRAINING (Completed by Trainee and Unit Trainer)			
	Date Completed	Trainee Initials	Trainer Initials
1. Trainee possesses a valid driver's license (list state of issue and restrictions).			
2. Trainee possesses a valid Government Driver's License. (as applicable)			
3. USAF Airfield Computer Base Training. [Score: <input type="text"/>]			
4. Airfield Driver Training Classroom (as determined locally).			
5. Airfield Driving Qualification Training Checklist/Curriculum (see Attachment 6).			
6. Practical Day Airfield Driver Familiarization Training (see Attachment 6, Item 4).			
7. Practical Night Airfield Driver Familiarization Training as applicable (see Attachment 6, Item 4).			
8a. Day Test. Includes day and night (as applicable).			
8b. Night Test.	[Score: <input type="text"/>]		AOA Only
9. Airfield Diagram/Layout Test.	[Score: <input type="text"/>]		
10. General Knowledge Test (Written).	[Score: <input type="text"/>]		
11. Runway Incursion Prevention Test.	[Score: <input type="text"/>]		
12a. Trainee review FAA Airport Ground Vehicles Operations Guide.			
12b. Trainee review FAA Signs and Marking Quiz			
12c. Review/Study HNL Airfield Diagram			
12d. Review/Study Communications Study Guide			
13a. AOA Test (Written - 50 questions)			
13b. HNL Airfield Diagram/Layout Test			
13c. FAA Signs and Marking Test			
13d. General Knowledge Test			
13e. Communications Test			

15 WG Form 34, 2012XXXX (Continue on Reverse)

Figure A12.2. Sample of 15WG Form 34, Airfield Driving Training Documentation and Certification Checklist, Page 2.

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST, Continued			
SECTION III: COLOR VISION TEST FOR CONTROLLED MOVEMENT AREAS (CMA) DRIVERS ONLY (Completed by Hospital/Medical Treatment Facility, Colometry, Far)			
Check if applicable:			
<input checked="" type="checkbox"/> Normal Color Vision			
<input type="checkbox"/> Color Blind/Deficient			
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
XXXXXXXX	XXX		18 Apr 2012
SECTION IV: TRAINER CERTIFICATION (Completed by Authorized Airfield Driving Training Instructor)			
I certify that the trainee has received all required qualification training requirements annotated above.			
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
XXXXXXXX	XXX		18 Apr 2012
SECTION V: TRAINER ACKNOWLEDGEMENT (Completed by Trainee)			
I have received and completed all of the above training requirements and will comply with the local/base Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
XXXXXXXX	XXX		18 Apr 2012
SECTION VI: UNIT CERTIFICATION (Completed by Unit Commander or Unit ADPM)			
I certify that the trainee has successfully completed all training requirements to operate a vehicle at local/base. Check all applicable restrictions and/or special access.			
<input type="checkbox"/> Ramp only			
<input type="checkbox"/> Daylight hours only			
<input type="checkbox"/> Other (Specify)			
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
XXXXXXXX	XXX		18 Apr 2012
SECTION VII: AIRFIELD DRIVING AUTHORIZATION (Completed by the Wing ADPM or designated representative.)			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF Form 483 Certificate Number: _____	
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
XXXXXXXX	XXX		18 Apr 2012
NOTE: A local form or electronic equivalent may be used as long as it includes all information listed above			

Attachment 13

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST

Figure A13.1. Sample of 15WG Form 35, *Airfield Driving Qualification Training Checklist (Curriculum)*, Page 1.

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I: TRAINEE INFORMATION (Completed by Unit ADPM)				
NAME: (Last, First M.I.)	RANK, CIVILIAN GRADE	UNIT/OFFICE SYMBOL OR COMPANY NAME	DUTY PHONE	
XXXXXXXX	XXX	XXXXXXX	XXXXXXXX	
	Date Completed	Trainer Initials	Trainee Initials	Not Available (N/A)
1. Definitions and Terms. Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.				
1.1. Runway.	1 Aug 13	abc	x/z	ADA Only
1.2. Controlled Movement Area (CMA).	1 Aug 13	abc	x/z	<input type="checkbox"/>
1.3. Controlled Movement Area Violation (CMAV).	<input type="checkbox"/>			<input checked="" type="checkbox"/>
1.4. Runway Incursion.	<input type="checkbox"/>			<input checked="" type="checkbox"/>
1.5. Taxiway.	<input type="checkbox"/>			<input checked="" type="checkbox"/>
1.6. Ramp/Apron.	1 Aug 13	abc	x/z	<input type="checkbox"/>
1.7. Foreign Object Damage (FOD) Control/Prevention.	<input type="checkbox"/>			<input checked="" type="checkbox"/>
1.8. Overrun.	1 Aug 13	abc	x/z	ADA Only
1.9. Taxiway.	1 Aug 13	abc	x/z	<input type="checkbox"/>
1.10. Light Gun.	1 Aug 13	abc	x/z	ADA Only
1.11. Jet Blast.	1 Aug 13	abc	x/z	<input type="checkbox"/>
1.12. Vehicle Service Road.	1 Aug 13	abc	x/z	<input type="checkbox"/>
1.13. Hot Cargo Area.	1 Aug 13	abc	x/z	ADA Only
1.14. Arm/De-Arm Area.	1 Aug 13	abc	x/z	<input type="checkbox"/>
1.15. Aircraft Arresting Gear.	1 Aug 13	abc	x/z	ADA Only
1.16. ILS Critical Area.	1 Aug 13	abc	x/z	ADA Only
1.17. Mandatory Sign.	1 Aug 13	abc	x/z	ADA Only
1.18. Informational Sign.	1 Aug 13	abc	x/z	ADA Only
1.19. Emergency Response Vehicle.	<input type="checkbox"/>			<input checked="" type="checkbox"/>
1.20. Circle of Safety.	1 Aug 13	abc	x/z	<input type="checkbox"/>
1.21. Restricted Area.	1 Aug 13	abc	x/z	<input type="checkbox"/>
1.22. Entry Control Point.	1 Aug 13	abc	x/z	<input type="checkbox"/>
1.23. Fixed/Mobile Obstacle.	1 Aug 13	abc	x/z	<input type="checkbox"/>
1.24. Airfield Management.	1 Aug 13	abc	x/z	<input type="checkbox"/>
1.25. Air Traffic Control Tower (ATCT).	1 Aug 13	abc	x/z	ADA Only
2. Vehicle Operator Requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.				
2.1. Use of vehicle lighting (e.g., Daytime Running, Rotating/IR beacons, hazard/emergency flashers).	1 Aug 13	x/z	x/z	<input type="checkbox"/>
2.2. Procedures for reporting an accident or vehicle maintenance problems.	1 Aug 13	x/z	x/z	<input type="checkbox"/>
2.3. Vehicle parking and chocking requirements.	1 Aug 13	x/z	x/z	<input type="checkbox"/>
2.4. Use of perimeter and infield roadways.	<input type="checkbox"/>			<input checked="" type="checkbox"/>
2.5. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.	1 Aug 13	x/z	x/z	<input type="checkbox"/>
2.6. Speed limits for vehicles operating on an apron/ramp and taxiway.	1 Aug 13	x/z	x/z	<input type="checkbox"/>
2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft.	1 Aug 13	x/z	x/z	<input type="checkbox"/>
2.8. Procedures for reporting and removing FOD.	1 Aug 13	x/z	x/z	<input type="checkbox"/>

Figure A13.2. Sample of 15WG Form 35, Airfield Driving Qualification Training Checklist Curriculum, Page 2.

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM), Continued.				
SECTION II: TRAINEE INFORMATION, Continued.				
	Date Completed	Trainer Initials	Trainee Initials	Not Available (N/A)
2.9. Restricted visibility and/or night driving.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
2.10. Procedures for operating of bicycles, tricycles, etc., on the airfield.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
2.11. Use of traction control devices as applicable.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
2.12. Emergency Response Vehicle requirements.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
2.13. Vehicle Escort/Convoy Driving procedures as applicable.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
3. Aircraft Operations. Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.				
3.1. Right of Way.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
3.2. Taxiing.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
3.3. Jet Blast safety requirements.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
4. Practical Day and Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Training must be knowledgeable of the airfield environment.				
4.1. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following airfield lighting.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.1.1. Runway.	1 Aug [X]	abc	xyz	ADA Only
5.1.1.1. Edge Lights.	1 Aug [X]	abc	xyz	ADA Only
5.1.1.2. Approach Lights.	1 Aug [X]	abc	xyz	ADA Only
5.1.2. Taxiway.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.1.2.1. Edge Lights.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.1.2.2. Centerline Lights.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.1.2.3. Guard Lights (as applicable).	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.2. Familiarize trainee with the following airfield signage.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.2.1. Runway Hold Sign.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.2.2. Taxiway Location Sign.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.2.3. ILS Critical Area Sign.	1 Aug [X]	abc	xyz	ADA Only
5.2.4. Director Sign.	1 Aug [X]	abc	xyz	ADA Only
5.2.5. Distance Remaining Sign.	1 Aug [X]	abc	xyz	ADA Only
5.3. Familiarize trainee with the following airfield markings.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.3.1. Runway.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.3.1.1. Centerline.	1 Aug [X]	abc	xyz	ADA Only
5.3.1.2. Edge.	1 Aug [X]	abc	xyz	ADA Only
5.3.1.3. Runway ID Numbers.	1 Aug [X]	abc	xyz	ADA Only
5.3.1.4. Threshold Markings.	1 Aug [X]	abc	xyz	ADA Only
5.3.1.5. VFR Hold Line.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.3.2. Vehicle Stop Bars.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.3.3. Taxiways.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.3.3.1. Centerline.	1 Aug [X]	abc	xyz	<input type="checkbox"/>
5.3.3.2. Edge Markings.	1 Aug [X]	abc	xyz	<input type="checkbox"/>

Figure A13.3. Sample of 15WG Form 35, *Airfield Driving Qualification Training Checklist (Curriculum)*, Page 3.

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM), Continued.				
SECTION II: TRAINEE INFORMATION, Continued.				
	Date Completed	Trainer Initials	Trainee Initials	Not Available (N/A)
5.3.4. ILS Critical Area.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
5.3.5. Non-Movement Area Boundary Marking as applicable.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
5.3.6. Non Standard Airfield Markings as applicable.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
5.3.7. Aircraft Arresting Gear Marking as applicable.	1 Aug 2013	abc	xyz	ADA Only
5.4. Familiarize trainee with the locations of airfield Navigational Aids and Visual Approach Aid.	1 Aug 2013	abc	xyz	ADA Only
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
5.6. Familiarize trainee with the location of Free Zones as applicable.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
5.9. Familiarize trainee with the location and use of traffic control devices.	1 Aug 2013	abc	xyz	N/A
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
5.11. Familiarize trainee with runway(s) configuration (e.g., dimensions, location, designation, etc.).	1 Aug 2013	abc	xyz	ADA Only
5.12. Familiarize trainee with the taxiway configuration (e.g., dimensions, location, designation, etc.).	1 Aug 2013	abc	xyz	<input type="checkbox"/>
5.13. Familiarize trainee with Controlled Movement Area Boundaries.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
5.14. Familiarize trainee with Congested Areas.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
5.15. Familiarize trainee with Hot Spots as required locally.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
5.16. Identify Smoking Areas as applicable.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
6. Communications. Training Outcome(s): Training must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.	1 Aug 2013	abc	xyz	ADA Only
6.2. Procedural Words and Phrases.	1 Aug 2013	abc	xyz	ADA Only
6.3. Aviation Phonetic Alphabet.	1 Aug 2013	abc	xyz	ADA Only
6.4. Aviation Terminology.	1 Aug 2013	abc	xyz	ADA Only
6.5. Procedures for Contacting the ATCT.	1 Aug 2013	abc	xyz	ADA Only
6.6. Light Gun Signals (description of ATCT Light Gun signals).	1 Aug 2013	abc	xyz	ADA Only
6.7. ATCT and/or vehicle blind spots.	1 Aug 2013	abc	xyz	ADA Only
7. Other.				
7.1. Review ADI.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
7.2. Runway Incursion Prevention Training.	1 Aug 2013	abc	xyz	<input type="checkbox"/>
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. Note: Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.	1 Aug 2013	abc	xyz	ADA Only
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. Note: Required for all personnel that require access on or across the runway.	1 Aug 2013	abc	xyz	ADA Only

Figure A13.4. Sample of 15WG Form 35, *Airfield Driving Qualification Training Checklist (Curriculum)*, Page 4.

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM), Continued.			
SECTION III: TRAINING CERTIFICATION (Completed by Trainee, Unit ADPM and Wing ADPM)			
TRAINEE I have received and completed all of the above training requirements and will comply with local/base Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
XXXXX	XXXX		XXXXXX
UNIT ADPM I certify that the above individual has completed all local training requirements outlined in Joint Base Pearl Harbor-Hickam (JBPHH) Airfield Driving Instruction (ADI). Check all applicable restrictions.			
<input checked="" type="checkbox"/> Ramp only <input checked="" type="checkbox"/> Daylight Hours only <input checked="" type="checkbox"/> Other (Specify) <u>Airport Operating Area</u>			
XXXXX XXXXX XXXXX			
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
XXXXXXXXXX	XXX		XXXXXX
WING ADPM OR DESIGNATED REPRESENTATIVE (as required) NAME (Last, First M.I.)			
XXXXXXXXXX	XXX		XXXXXX
Notes: 1. A local form or electronic equivalent may be used as long as it includes all information listed above. 2. Electronic media such as videos, computer-based training (CBTs), and Microsoft PowerPoint® presentations may be used to provide training on all items except for the practical training requirements in Items 4 and 7 above.			
XXXXX XXXXX XXXXX			

Note: Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for the practical training requirements in items 4 and 7 above.

Attachment 14

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

Figure A14.1. Sample of 15WG Form 36, *Temporary Duty (TDY)/Non-Base Assigned Contractors Training Checklist, Page 1.*

TEMPORARY DUTY (TDY)/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST				
SECTION I: TRAINEE INFORMATION (Completed by: Unit ADPM or Wing ADPM)				
NAME: (Last, First M.I.)	RANK, CIVILIAN GRADE	UNIT/OFFICE SYMBOL OR COMPANY NAME	DUTY PHONE	
XXXXXX	XXXX	XXXX	XXXX	
SECTION II: QUALIFICATION TRAINING (Completed by: Trainee, Unit ADPM or designated Trainer)				
	Date Completed	Trainee Initials	Trainer Initials	
1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local airfield signs.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
2. Explain the different types of airfield markings (e.g., runway, taxiway, apron/ramp). Provide examples of local airfield markings.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
3. Explain the different types of airfield lighting systems (e.g., runway, taxiway, apron/ramp). Provide examples of local airfield lighting.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramp and taxiways.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
6. Explain the requirements for parking and checking vehicles and/or equipment on the airfield.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
9. Identify methods/practices to prevent a runway incursion.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
10. Explain the different types of airfield violations and their consequences.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
11. Identify the proper radio terminology and phraseology.	1 Aug 2012 <input type="checkbox"/>	abc	ADA Only	
12. Provide a local Airfield Diagram.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
13. Identify all restricted areas and entry control points.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
14. Identify all Control Movement Area boundaries.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
15. Identify Free zones, when applicable.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
17. Explain procedures for Night Driving, Reduced visibility and inclement weather, when applicable.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
18. Explain procedures for reporting an accident or vehicle maintenance problems.	1 Aug 2012 <input type="checkbox"/>	abc	xyz	
NOTES				

Figure A14.2. Sample of 15WG Form 36, *Temporary Duty (TDY)/Non-Base Assigned Contractors Training Checklist*, Page 2.

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST, Continued.			
SECTION II: TRAINING CERTIFICATION, Continued.			
UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in Joint Base Pearl Harbor-Hickam (JBPHH) Airfield Driving Instruction (ADI). Check all applicable restrictions.			
<input checked="" type="checkbox"/> Hickam Ramp	<input checked="" type="checkbox"/> Daylight Hours only		
<input checked="" type="checkbox"/> HANG Ramp only	<input checked="" type="checkbox"/> Other (Specify) <u>Airport Operating Area</u>		
<input checked="" type="checkbox"/> HANG/Hickam Ramp			
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
XXXXXXXX	XXX	Click to sign	XXXX
WING ADPM OR DESIGNATED REPRESENTATIVE (as required)			
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
XXXXXXXX	XXX	Click to sign	XXXX
TRAINING CERTIFICATION (Completed by: Trainee, Unit ADPM and Wing ADPM as required)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with local/base Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE
NAME (Last, First M.I.)	RANK, CIVILIAN GRADE OR EQUIVALENT	SIGNATURE	DATE

15 WG Form 36, 2012XXXX (Reverse)

Note: Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for the practical training requirements in items 4 and 7 above.

Attachment 15

COLOR VISION TESTING RESULTS

Figure A15.1. Sample of Color Vision Testing Results Letter

(Date)	
MEMORANDUM FOR: (Your Squadron/Unit) Airfield Driving Program Manager	
FROM: Hospital/ Medical Group /Medical Treatment Facility Optometrist/off-base equivalent	
SUBJECT: Color Vision Testing Results	
1. In accordance with AFI 13-213, 3.2.5. and 15WGI 13-213, the following individual has been administered the color vision test. Results are documented below.	
NAME/RANK:	
Color Vision Test Results (Satisfactory / Unsatisfactory) _____ (Must distinguish red, green, yellow, white and blue)	_____ Print Medical Examiner's Name
_____	(Medical Examiner's Signature/Stamp)
Note: Upon completion of testing, member will return this signed memorandum to her/his Unit Airfield Driving Program Manager for web base system updating.	

Attachment 16

INTERNATIONAL PHONETIC ALPHABET

Table A16.1. Phonetic Alphabet Chart

Character	Word	Pronunciation
0	ZERO	ZE-RO
1	ONE	WUN
2	TWO	TOO
3	THREE	THREE
4	FOUR	FOW-ER
5	FIVE	FIFE
6	SIX	SIX
7	SEVEN	SEV-EN
8	EIGHT	AIT
9	NINE	NIN-ER
A	ALPHA	AL-FAH
B	BRAVO	BRAH-VOH
C	CHARLIE	CHAR-LEE
D	DELTA	DELL-TAH
E	ECHO	ECK-OH
F	FOXTROT	FOKS-TROT
G	GOLF	GOLF
H	HOTEL	HOH-TELL
I	INDIA	IN-DEE-AH
J	JULIET	JEW-LEE-ETT
K	KILO	KEY-LOH
L	LIMA	LEE-MAH
M	MIKE	MIKE
N	NOVEMBER	NO-VEM-BER
O	OSCAR	OSS-CAR
P	PAPA	PAH-PAH
Q	QUEBEC	KEH-BECK
R	ROMEO	ROW-ME-OH
S	SIERRA	SEE-AIRAH
T	TANGO	TAN-GO
U	UNIFORM	YOU-NEE-FORM
V	VICTOR	VIK-TOR
W	WHISKEY	WISS-KEY
X	X-RAY	ECK-SRAY
Y	YANKEE	YANG-KEY
Z	ZULU	ZOO-LOO

Attachment 17
VEHICLE CALLSIGNS

Table A17.1. Unit/ Corresponding Callsigns

Unit / Section	Callsign	Duty Position
15 OSS/OSA	Ops 1	Chief Airfield Ops
15 OSS/OSAM	Airfield 1	AFM
	Airfield 2	DAFM
	Airfield 3	AM OPS
15 WG/Leadership	Warrior 1-3	WG/CC/CV/CCM
647 CES	Engineer 8, Engineer 12, Engineer 14, Engineer 16	Barrier Maintenance
647 CES	Engineer 2, Sweeper 1	Pavements Engineer
647 CES	Airfield 5, Exterior Electric EE9	Airfield Lighting
15 MXS	TA 1-3 MAKO Super MAKO 2	Transient Alert Production Super MX Ops Officer
15 WG/SE	Hickam Safety	Safety
15 AMXS	Lava Super, , Mano 4-6,	15th Aircraft Maintenance Squadron
735 AMS/MX	Raider 1-3, Raider Ops 1, Raider Ops 2	735 Aircraft Maintenance
Fed Fire Department	Chief 1, Chief 2, Engine 3, Engine 4, Crash 5-8, Prevention 9, Rescue 10, Medic 11-12, Tanker 13, Squad 14, Squad 16, Supply 1	
647 SFS	Romeo, Secuity	Security Forces
154 WG/OSF	HIANG Ops	HIANG Airfield Management
199 FS/SOF	MYTAI SOF	Supervisor of Flying
154 MXS/MXMTC (C-17- HSC)	Aero Super, Aero 1-3 Guard Mobile	154 Maintenance
USAPAT-PFD (C-20)	Mike 7	C-20 Maintenance